

AGREEMENT

between

**LOCAL 307CO
PUBLIC WORKS, COMMUNITY DEVELOPMENT AND
COMMUNITY PLANNING UNITS
WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES
COUNCIL 2, AFSCME, AFL-CIO**

and

CLARK COUNTY, WASHINGTON

July 1, 2006 – June 30, 2009

EXHIBITS AND APPENDICES

- Exhibit A: Salary Range Schedules and Represented Classifications
- Appendix A: Memorandum of Understanding - Healthcare Committee
- Appendix B: Memorandum of Understanding - Regular Seasonal Employees
- Appendix C: Memorandum of Understanding – Classification Studies



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**CLARK COUNTY
WASHINGTON**

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ARTICLE 1. RECOGNITION

1.1 Parties. This Agreement is between Clark County, Washington, hereinafter referred to as the County, and Washington State Council of County and City Employees, Council 2, AFSCME AFL-CIO, Local 307CO, hereinafter referred to as the Union for purposes of setting forth the mutual understanding of the parties regarding wages, hours, and conditions of employment.

1.2 Exclusive Representative. The County hereby recognizes the Union as the exclusive bargaining representative for the purposes stated in Chapter 41.56 RCW of all regular full-time and regular part-time employees employed within the County's Works, Community Development, and Community Planning Departments excluding supervisors (except that lead supervisors shall be included), temporary employees, confidential employees and employees represented by other bargaining units.

The classifications currently covered by this Agreement are set in Exhibit A to this Agreement. For purposes of recognition, "regular" employees include those occupying budgeted positions and working a regular schedule of 1040 hours or more in any calendar year. The Union shall be notified through regular labor/management committee meetings of all newly created union or non-union positions within the County's Public Works and Community Development Departments. The list of represented classifications may be modified only by agreement of the parties or by order of the Public Employment Relations Commission.

1.3 Excluded positions. The following positions are excluded from the bargaining unit based upon confidential status and assigned duties and responsibilities, as they existed on the date of this Agreement:

Administrative Assistant to the Director of Public Works/County Engineer
Administrative Assistant to the Director of Community Development

1.4 The following positions shall be included in the bargaining unit and the incumbents shall likewise be included as dues paying members while retaining any benefits which exceed those provided within this Agreement. The seniority date for each is defined as all continuous service with the County and shall apply for all purposes except bumping in which case seniority shall be all continuous time in a bargaining unit position.

Administrative Assistant to Development Services Division Manager
Program Assistant for Records in Department of Community Development

1.5 For the purposes of this Article, "temporary employee" shall mean one who is hired to work not more than 1040 hours in any twelve (12) consecutive month period unless an extension is mutually agreed to, as described under Section 4.3 of this Agreement.

1.6 Project Employees. The County may employ project employees for long term but limited duration projects for up to eighteen (18) months on a full time basis. Project employees are eligible for selected benefits: vacation, observed and floating holidays, sick leave, medical and dental insurance, and the Employee Assistance Program in the same manner as employees covered under this Agreement. Project employees shall be entitled to be members of the Union with rights equivalent to probationary employees but shall not be entitled to bump or displace

covered employees when laid off at the conclusion of the project nor shall they be entitled to seniority rights.

ARTICLE 2. NON DISCRIMINATION

2.1 The County and the Union agree that they will not discriminate against any employee by reason of race, creed, age, color, sex, national origin, religious belief, marital status, mental or physical disability, political affiliation or activity or any other categories of persons or activities protected by federal, state or local statutes, ordinances, rules or regulations. In addition, employees shall not be discriminated against or harassed based on sexual orientation.

2.2 The County agrees not to discriminate against any member of the Union for his or her activity on behalf of or because of membership in the Union.

ARTICLE 3. UNION RIGHTS AND SECURITY

3.1 Maintenance of Membership. Except as provided in Section 3.2, all covered employees shall, as a condition of continued employment, maintain their membership in good standing in the Union during the life of this Agreement. New employees shall be enrolled on the first day of the calendar month following their hire date or appointment to a position in the bargaining unit.

3.2 Religious Tenets Exception. Employees who are determined by the Public Employment Relations Commission to satisfy the religious exemption requirements of RCW 41.56.122 shall pay an amount equivalent to regular union dues and initiation fees. Those individuals paying religious exemption (non-association) fees will be afforded payroll deductions the same as Union members. Non-association fees will be paid to a non-religious charity mutually agreed upon by the employee affected and the Union to which such employee would otherwise pay the regular monthly dues.

3.3 In the event an employee member of the Union fails to maintain his/her membership or charitable payment, the Union will notify the County in writing, a "Request for Discharge Letter," through the Human Resources Department of such employee's delinquency.

3.3.1 The County agrees to give notice to the employee and the Union within five (5) working days that his/her employment status with the County is in jeopardy and that failure to meet the membership obligation within thirty (30) calendar days from the date such notice is received will result in termination, and that the employee has an opportunity before the end of said thirty (30) calendar day period to present to the affected department any information relevant to why the employer should not act upon the Union's written request for the employee's discharge.

3.3.2 In the event the employee has not yet fulfilled membership or charitable payment obligation with the thirty (30) calendar day period noted in the "Request for Discharge Letter," the Union shall thereafter reaffirm in writing to the County with a copy to the employee, its original written request for discharge of such employee. Unless sufficient legal explanation or reason is presented by the employee why discharge is not appropriate or unless the Union rescinds its request for the discharge, the County shall, as soon as possible thereafter effectuate the discharge of such employee. If the employee has fulfilled the Union security obligation within the thirty (30) calendar day period, the Union shall so notify the County through the Human Resources Department with a copy to the employee.

3.3.3 If the Union has reaffirmed its request for discharge, the County shall notify the Union in writing, with a copy to the affected employee, that the County effectuated the discharge and the specific date such discharge was effectuated, or that the County has not discharged the employee, setting forth the reasons why it has not done so. Any disputes regarding the County's failure to discharge the affected employee pursuant to this Section shall be adjudicated by the Public Employment Relations Commission.

3.4 New Hires. The County agrees to provide the Union with written notification of new hires and separations from the bargaining unit in a fashion mutually acceptable to the parties. The County shall notify all new hires of their responsibility to meet with the appropriate Union

representative as part of their orientation process. The Union shall keep the County informed as to the proper representatives for this purpose.

- a. The Union will notify the employer of its initiation fees and dues. The employer will deduct such initiation fees and union dues from the wages of the employees and forward them to the Union each pay period. Each pay period the County shall submit the dues to the address and name provided by the Union, accompanied by a list of dues-paying employees, their salaries, and the amount of their dues. The employer and the Union have developed a mutually agreeable dues deduction assignment form for authorization of payments to the Union by payroll deduction.

3.5 Printing and Distribution. The County shall bear the cost of printing and binding this Agreement and shall provide copies of the Agreement to the Union for distribution to represented employees. The County shall provide copies to new hires.

3.6 Health and Safety. The County shall be responsible for ensuring that all work is done in accordance with applicable State, Federal and County health and safety codes, ordinances and/or regulations. Alleged violations of this commitment shall be subject to this Agreement's grievance procedure provided, however, that any disputes which remain unresolved after Step 3 of said procedure are not subject to binding arbitration.

ARTICLE 4. MANAGEMENT RIGHTS

4.1 Rights Reserved. The management of the County and the direction of the work force are vested exclusively in the County subject to the terms of this Agreement. The parties agree that existing established past practices not covered by this Agreement on mandatory subjects of bargaining shall be altered only with agreement of the parties. The County shall notify the Union in writing of proposed changes to the County Human Resources Policy Manual or to any mandatory subject of bargaining not covered by this Agreement. This Article does not restrict the right of an employee to use the grievance procedure set forth in Article 22, below.

4.2 Except as specifically limited by the express terms of this Agreement, the parties recognize the following rights of the County:

4.2.1 Determine the methods, processes and means of providing services.

4.2.2 Increase, diminish or change equipment, including the introduction of any and all new, improved or automated methods or equipment.

4.2.3 Make or change the assignment of employees to specific jobs within the bargaining unit in accordance with their job classification or title.

4.2.4 Hire, transfer and promote including determination of the qualifications, methods and standards thereof.

4.2.5 Discipline regular employees for just cause and discipline probationary employees for any lawful reason.

4.2.6 Determine or change standards and expectations for employee performance and conduct.

4.3 Use of Temporaries. The County may employ temporary employees on a seasonal, cyclic, or short-term basis, or to assist during an unusually high workload. A temporary employee normally will not be employed more than 1,040 hours in any twelve (12) consecutive month period, unless extended with the mutual agreement of the Union and the County. The County will notify the Union(s) quarterly of the number and identity, date of hire, classification & department of temporary employees. The County will not rotate temporaries through the same position.

4.4 Use of Alternative Workers and Non-Bargaining Unit Personnel. The County may, in its discretion, make use of various alternative workers for rehabilitative, societal or other purposes including volunteers, offenders, youth programs, interns, senior citizens, welfare recipients and the disabled. Alternative workers shall be used as a supplement to and not in place of bargaining unit members. The County may assign tasks to personnel from other bargaining units and non-represented employees provided such activity does not result in the layoff of bargaining unit employees or a reduction in the number of bargaining unit positions. Any uses of alternative workers or non-bargaining unit personnel not in compliance with this Section requires bargaining under RCW 41.56.

4.5 Contracting Out. The County may contract out bargaining unit work provided such activity does not result in the layoff of bargaining unit employees or a reduction in the number of employees or positions within the bargaining unit. The County shall provide fifteen (15) working days' notice to the affected Union and its representatives.

4.6 Performance Evaluation. The County retains the right to evaluate employees including the use or modification of performance appraisal programs. The County agrees to provide for employee and Union input on the development of any new appraisal form or system or a substantial change to forms or systems now in use. The parties further agree to the following elements of a performance appraisal system:

- a. The purpose of performance evaluations is to provide employees with clear expectations and feedback regarding their performance against those expectations. The County will endeavor to ensure that, within a department and job classification, expectations and standards should be as consistent as possible.
- b. The County may establish or revise procedures and forms for performance evaluations, so long as such procedures and/or forms are reasonable. Peer evaluations shall not be utilized except that employees in lead positions shall be expected to provide input on evaluations of employees under their lead.
- c. Employees may appeal performance evaluations to the reviewer or second (2nd) level signatory. If still unsatisfied they may appeal to the department head. The department head's decisions shall be final. Employees may ask human resources to review the evaluation if there is any evidence of unlawful or inappropriate activity. Examples would include consideration of prohibited factors such as race, gender or Union activity or other prima facie violations of this Agreement or County policy. Human Resources is not empowered or authorized to substitute its judgment for that of the department on the substance of the evaluation.
- d. Performance Evaluations should be used to document previously raised problems and concerns. Except in unusual circumstances, problems not previously raised should not be included in evaluations.
- e. Performance evaluations, including employee comments and reasonable rebuttal materials, shall be included in personnel files. The County shall strictly guard the confidentiality of employees' performance evaluations.

4.7 Vehicle Assignment. The County retains the exclusive right to assign County vehicles to employees represented by the Union or to restrict, regulate, or rescind such assignments at any time and in any fashion except a permanent vehicle assignment shall not be rescinded by the County until the employee assigned such vehicle has been given seven (7) calendar days' advance written notice. For purposes of this Section, a "permanent" vehicle assignment shall be deemed one which lasts more than thirty (30) consecutive calendar days.

ARTICLE 5. UNION REPRESENTATIVES AND ACTIVITIES

5.1 The Union shall inform the County in writing of the names of its officers and stewards who are authorized to represent the Union. Such information shall be kept up-to-date at all times.

5.2 Access to Workplace. Union representatives may, after informing the appropriate management representative visit the work location of employees covered by this Agreement. Access shall be allowed provided it does not disrupt the regular work activities of employees or the department.

5.3 Use of County Resources.

5.3.1 The County shall provide the Union with bulletin boards at reasonable locations for its use in communicating to members. The Union shall limit its posting of notices and bulletins to such bulletin boards.

5.3.2 The Union may use County communications resources (telephone, voice mail, E-mail, mail distribution, bulletin boards) for communications that relate to the Union's business relationship with the County. They may not be used to conduct the internal business of the Union. All other uses require approval of the County and requests should be directed to the applicable department head or his/her designee.

5.3.3 Use of County facilities for Union meetings shall be permitted, subject to the general rules and conditions for public use of County facilities.

5.4 Release Time. Employee officers of the Union or stewards shall be allowed reasonable release time without loss of pay for the purposes of meetings with the County for collective bargaining, grievances or disciplinary hearings or such other legitimate activities as are mutually agreed. Nothing in this Agreement shall be construed to require employees to receive compensation from the County for representation activities occurring outside of the employee's regularly scheduled work hours or for such time to be counted as time worked for overtime calculation. County equipment and work hours shall not be used by officers, employees or business representatives for solicitation of Union membership, collection or checking of dues, Union meetings or other activities relating to the internal business of the Union.

5.4.1 Employee Union representatives shall request permission from their immediate manager for release time. Such request shall be granted provided release time does not unreasonably detract from their work performance and is in compliance with the above requirements as to the nature of the activity.

5.4.2 Employee Union representatives shall be allowed one hour of release time preceding or following meetings with the County for preparation/debriefing activities.

5.4.3 Release time for arbitration or PERC hearings shall be limited to the grievant/appellant, Union witnesses and two Union officers. Union witnesses shall be allowed to attend for as long as their presence is required in relation to their testimony. Other employees may attend with permission of their immediate manager and shall attend on their own time.

5.5 Union Business Leave. The Union shall be granted two (2) days per year Union business leave for use by officers and stewards for Union conferences and conventions.

5.6 Payroll Reporting.

5.6.1 All paid time spent by Union officers and members in release time activities shall be reported under code UNR (Union Release Time) on employee time sheets.

5.6.2 All paid time spent by Union officers and members on Union business leave shall be reported under code UNB (Union Release Conference & Training/Business) on employee time sheets.

5.6.3 All paid time spent by Union officers and members in release time for the purposes of collective bargaining negotiations shall be reported under code UNN (Union Negotiations Release Time) on employee time sheets.

5.6.4 The County reserves the right to modify these codes as necessary for administrative or financial reporting purposes. If the County intends to modify these codes, the County shall give the Union at least thirty (30) days written notice prior to the modification.

ARTICLE 6. STRIKES AND LOCKOUTS

6.1 During the life of and for the duration of this Agreement, including any status quo period following the expiration of this Agreement, the Union, including agents, officers, representatives, and bargaining unit members shall not engage in , acquiesce in, observe or encourage any strike, slowdown, primary picketing, sick-out, sit-down, or other disruption or stoppage of work at any County facility or at any location where County services are performed nor shall there be any lockout of bargaining unit members by the County. If any such activity takes place, the Union will immediately notify all Union agents, officers, representatives, and bargaining unit members engaging in such activity to cease and desist, and the Union shall publicly declare by letter to the Board of County Commissioners and the Human Resources Department that such activity is in violation of this Agreement and is unauthorized. In the event the Union fails to fully and faithfully discharge its duties under this Article, the County shall be entitled to recover its losses incurred as a result of activity in violation of this Article. In the event of a lockout in violation of this Article, affected employees shall be entitled to be made whole for any wages, benefits and rights lost as a result of such lockout. Any employee engaging in any activity in violation of this Article may be subject to immediate disciplinary action or discharge and the only matter related to such action which may be subject to appeal is the question of whether or not the employee engaged in such activity.

ARTICLE 7. JOB ASSIGNMENTS AND CLASSIFICATION

7.1 Work Assignments and Duties. The County may make or change the assignment of employees to specific jobs within the bargaining unit in accordance with their specific job classification or title.

7.1.1 Work Out of Class. Employees in certain work-out-of-classification assignments shall be eligible for additional compensation as provided by Section 11.9.

7.1.2 Career Development. Employees may be assigned higher level work for training and development purposes on a limited term basis. The Department shall make every effort to distribute such assignments on an equitable basis. Assignments of employees to a position in a higher-level classification under this Section shall normally be for a maximum of sixty- (60) days unless otherwise agreed or work-out-of-classification pay is offered. Employees shall be informed in writing of the purpose of the assignment and its expected duration. Career Development opportunities shall not be used to prevent the filling of vacant positions.

7.1.3 Alternate Staffing. Alternate staffing is defined as the budgeting of a position at more than one classification level within a job series. Employees filling alternately staffed positions may be assigned duties at any of the classification levels of the position and shall be eligible for promotion when performing fully satisfactorily at the higher level in the judgment of the Department.

Classifications which are alternately staffed include those listed below. Additional classifications may be established as alternately staffed by mutual agreement. Only positions budgeted at the level in the first column are alternately staffed at the level in the second column.

Combination Inspector I	Building Inspector, Plumbing Inspector
Combination Inspector II	Combination Inspector I
Permit Technician	Assistant Permit Technician
Deputy Fire Marshall, Senior	Deputy Fire Marshall
Fire Inspector II	Fire Inspector I
Office Assistant II	Office Assistant I
Office Assistant III	Office Assistant II
Planner III	Planner II
Planner II	Planner I
Wastewater Operator II	Wastewater Operator I
Wastewater Operator III	Wastewater Operator II
Wastewater Maintenance Technician I	Wastewater Maintenance Technician II

7.2 Reclassification.

7.2.1 Job classifications shall be defined by the current class description for each of the job class titles covered by this Agreement. The County may revise and update classifications to reflect current duties and qualifications for each classification. The Union shall be provided notice of any changes other than those, which are editorial or cosmetic in nature and afforded the opportunity to bargain the effects of the change with respect to mandatory subjects of bargaining. Job descriptions for all job classifications shall be continuously available to employees on the LAN, Intranet and website.

7.2.2 Employees who believe they are misclassified or have been assigned work outside of their current classification must notify their supervisor or manager in writing. If the department agrees that a reclassification is appropriate the supervisor or manager will request a study of the position(s) by Human Resources. If the employee's department disagrees with the request, they shall so notify the employee in writing within thirty (30) days. If the employee still disagrees, they may appeal the decision to the Human Resources Department. The Human Resources Department will notify the employee within sixty (60) days as to whether the position warrants study and an anticipated date for study. The effective date of any change will be the date of the adoption of the study or the beginning of the seventh (7th) month following receipt of the official request by the Human Resources Department, if the study has not been completed within six (6) months.

7.2.3 When a position is reclassified, the incumbent shall be continued in the position when the following criteria are met:

- a. The change in duties evolved over a period of time, generally six (6) months or longer (versus occurring instantaneously, such as via reorganization) and;
- b. The incumbent has occupied the position and has performed substantially all the duties of the new classification for six (6) months and;
- c. The incumbent meets all of the published minimum requirements of the new classification.

7.2.4 If these qualifications are not met the employee may continue in the position as an underfill for up to twelve (12) months or be reassigned to another vacant and suitable position for which the employee is qualified in the same classification in the department. If there is no position available and an underfill is not practical, the employee shall be laid off.

7.3 Salaries for New/Revised Classifications. When a new classification is required or a substantial change is made to an existing job classification in the area of an "upward" change in responsibilities or qualifications the County will develop/revise the classification description, proposed salary and proposed bargaining unit assignment. The salary range for the new/revised classification shall be established following County procedures so that the salary of the new class is equitable in comparison to existing bargaining unit classes. The Union shall be provided notice of the allocation and afforded the opportunity to negotiate as to the salary and bargaining

unit allocation. The County may effect the proposed salary pending negotiations. If the parties agree to a change to the salary/classification, the change shall be retroactive to the County's original approval date. If the parties cannot agree on bargaining unit allocation, the processes available through the Public Employment Relations Commission shall be used to resolve the issue.

ARTICLE 8. FILLING OF VACANCIES

8.1 Vacancies and Posting. Except as otherwise provided herein, job postings to fill new or vacant budgeted full or part-time bargaining unit positions shall be distributed via e-mail and available on the County LAN (K:\COUNTY\HRCOUNTY\JOBANN) and through the intra/internet. Departments without access to electronic communications will receive a hard copy of the announcement for posting on employee bulletin boards. Employees interested in positions in specific classifications must follow the posting procedures. The filing period shall be a minimum of ten (10) working days unless otherwise agreed. Such notice shall include the classification, salary, description of the duties of the position, qualifications, knowledge, skills and abilities and selection process. Only qualified candidates who apply within the established filing period will receive consideration for such vacancies.

8.2 Classification Recruitments. Recruitments may be conducted on a position-by-position basis or on a classification basis. When a recruitment is conducted on a classification basis, the recruitment shall so specify and the pool of qualified candidates may be used to fill multiple current and future vacancies within a classification for up to twelve (12) months from the final posting date. Employee-candidates within the pool shall be referred to available vacancies based on their overall qualifications as well as specific qualifications, skills and preferences for particular vacancies.

8.3 Promotional Opportunities.

8.3.1 When, in the judgment of the Human Resources Department, sufficient candidates from within the County are qualified, available and interested, the recruitment may be restricted to internal candidates. Promotional recruitments may be further restricted to employees of the Union or department.

8.3.1.1 Vacant positions may be posted on a simultaneous or internal/external basis, based upon the following guidelines:

- a. All external applications will be collected directly by the Human Resources Department.
- b. The County shall first review and consider internal applications prior to reviewing any external applications.

8.3.2 Employees may apply for open recruitments and will receive consideration if they meet all required qualifications. When the selection decision is between external and internal candidates and the knowledge, skills, and abilities of the candidates are substantially equal, preference shall be granted to internal candidates, first within the Department, then within the bargaining unit.

8.3.3 Crew Chief Positions. When the County wishes to fill a new or vacated budgeted Crew Chief position, the following shall apply:

- a. The County shall post internally (department only) and request all interested employees to submit a letter of interest outlining their qualifications for the position.
- b. After consideration of lateral requests from current Crew Chiefs, all qualified applicants shall be invited to participate in an examination process. The selection process shall be job related and may be tailored to both current and future vacancies. To qualify for consideration, candidates must meet the minimum qualifications for the Crew Chief positions outlined in the existing job description.
- c. The interview panel shall include one bargaining unit member mutually acceptable to the Union and the County and two (2) representatives chosen by management. Additional representatives may be added with agreement of the parties.
- d. Where applicant's qualifications, knowledge, skills, and abilities, supervisory aptitude and past performance are substantially equal, seniority shall prevail.

8.3.4 With respect to internal candidates for promotions to or Combination Inspector/Lead positions, the department may consider qualifications, knowledge, skills, abilities, supervisory aptitude and past performance. Where all else is substantially equal, seniority shall prevail.

8.4 Posting Alternatives. As an alternative to posting, the appointing authority may elect to fill positions by any of the following means.

8.4.1 **Transfers within or between classifications.** Transfer requests shall be submitted in writing to the hiring manager. An employee who transfers to a new classification shall serve a probationary period of not more than three (3) months and shall have reversion rights to the former position as provided in Article 18.

8.4.2 **Demotions.** Voluntary and involuntary (as provided in Article 18) demotions may be made only to vacant and available positions.

8.4.3 Transfers and demotions of a qualified employee as an alternative to layoff.

8.4.4 Through a bumping or displacement procedure prescribed by this Agreement.

8.4.5 By appointment of the incumbent of a position that has been reclassified (upwards, downwards or laterally) and who meets the criteria required to be continued in the position as provided by Section 7.2.

8.4.6 When a position and incumbent are moved to another department or division through reorganization or other means.

8.4.7 To accommodate the transfer or demotion of an employee from another classification due to temporary or permanent disability.

8.4.8 To accommodate job sharing arrangements as provided by this Agreement.

8.4.9 By appointment of a laid off employee from a recall list.

8.4.10 By reinstatement of an employee who resigned from a position in the same classification and left in good standing within twelve months prior to the reinstatement. However, reinstatement may not be used in lieu of promotional recruitments, that is employees are only eligible for reinstatement to classifications typically recruited for from the outside. Employees who pursuant to this provision are reinstated to their former classification within twelve months of separation shall be entitled to bridge their seniority for all purposes except layoff. Their seniority date shall be considered the former date of hire, less the break in service.

8.4.11 By conversion of temporary or project positions. Temporary or project employees may be appointed without a competitive posting with consent of the department head only for the specific position that they held as a temporary or project employee for a minimum of six (6) months. The County will provide written notification to the Union of their intent to convert either a temporary or project employee without posting. Converted temporary or project positions that represent a promotional opportunity for regular employees within the department may not be filled without a competitive posting.

8.4.12 By absorption of a position from another entity. Employees may be placed in the bargaining unit by virtue of absorption of a function or position from another public entity in certain qualifying circumstances. Those circumstances and the rights and privileges extended to the "absorbed" employee shall be specified by County policy, which shall be used as a guideline. Unresolved issues pertinent to absorption/mergers and its impact shall be resolved through mutual agreement of the Union and the County. If the County considers changes to this policy, the Union shall be notified in writing and shall be afforded the opportunity to negotiate any change.

ARTICLE 9. WORK HOURS

9.1 Employee Work Schedules. The available work schedules shall be one of the following:

- a. Five (5) consecutive days of eight (8) consecutive hours, excluding lunch periods, followed by two (2) consecutive days off.
- b. Four (4) days of ten (10) hours, excluding lunch periods. Such 4-10 schedules shall provide a minimum of two (2) consecutive days off in each 7-day workweek.
- c. Four (4) days of nine (9) hours and a day of four (4) hours, excluding lunch periods. Such schedule shall provide a minimum of two (2) consecutive days off.

9.1.1 The County may continue to utilize schedules for which Saturday or Sunday is a regular work day for those work units which operate on a seven- (7) day basis and for those classifications for which one or more employees are currently working a shift which includes Saturday or Sunday. The extension of Saturday or Sunday shifts to new classifications or work units requires mutual agreement of the parties.

9.1.2 Except in cases of emergency or other unavoidable circumstances beyond the County's control, employees shall be notified in writing of permanent changes in the work schedule at least seven (7) days in advance of their effective date. Schedule changes made in non-emergency situations with less than seven (7) days notice shall result in the payment of overtime for all work hours outside of the normal shift until the seven (7) day notice period has elapsed.

9.2 Starting times. The employee's work shift shall begin between 6:00 AM and 9:00 AM at the employee's regularly assigned workstation unless an earlier or later starting time is established by the department. Employees shall be eligible for shift differential based on the starting time of their shift as provided by Article 11.8.

9.3 Alternative Schedules and Changes.

9.3.1 For the purpose of this Section an alternative work schedule is considered to be a change to a schedule other than those listed in Section 9.1 above.

9.3.2 Employees or the County may propose alternative work schedules within the limits of a maximum forty (40) hour per week schedule and such schedules may be established by mutual agreement of the Union and the County. No work schedule is permitted which would result in the payment of overtime for hours worked during the regular work shift. This Section is intended to address long term or continuing schedule changes.

9.4 Flexing. With advance approval of the appropriate level of management (as determined by the department), employees may "flex" their schedules within a work week, for example working a nine (9) hour day followed by a seven (7) hour day to accommodate personal or work situations. This Section is intended to address occasional or intermittent changes to the schedule.

9.5 Meals and Breaks. All employees shall have one unpaid meal period at the approximate midpoint of each work shift of five (5) hours or more and two (2) paid rest periods of fifteen (15) minutes each, one (1) in each half of a full-time shift. An employee who normally receives a one half (½) hour meal period may request a one (1) hour meal period or vice versa. Employees may not forego a meal period to curtail the length of their working day.

9.6 Job Sharing. Job Sharing is a type of alternative scheduling in which two employees of the same job classification share the work schedule and duties of a single full-time position. Job Sharing proposals from employees may be considered by individual departments when it can be shown that the proposal can be implemented without significant adverse effects on the effectiveness of County services. Job Sharing is a voluntary arrangement and may be considered only when no significant extra costs above those of a single full-time employee will be incurred by the County. Job sharers must be in the same job classification.

9.6.1 Initial and continuing approval of the Job Share arrangement will be contingent on both partners meeting all of the required qualifications for the job and performing at a fully effective performance level.

9.6.2 Supervisory practices such as salary increases, performance evaluation and discipline will take place separately with each partner.

9.6.3 The County reserves the right to rescind a Job Share arrangement that has failed to meet the requirements of this policy or the employees may elect to terminate the arrangement (including by one of the job sharers resigning), subject to thirty (30) days notice. If the arrangement is terminated, and there is no agreement regarding who will resign or assume full-time responsibilities, the matter will be decided on the basis of seniority. The parties to a terminated Job Share arrangement have the option to resign or transfer to an available position. If either partner resigns, transfers or is terminated, the other partner must assume the full-time responsibilities until an acceptable partner is obtained.

9.6.4 Earned vacation, sick leave, holiday hours and participation in the Washington State Public Employees' Retirement System (PERS) will be prorated according to the number of hours worked (e.g. Job Share partners scheduled to work twenty (20) hours weekly will accrue fifty (50) percent of the earned vacation, sick leave and holiday hours of a full-time employee).

9.6.5 Insured benefits such as health, dental, life, etc. will be provided to the job shared position identical to those of a full-time position, at the family coverage level. Job Share partners may prorate the benefits or may agree to a division of benefits subject to the approval of Human Resources. Proposed changes to the allocation of the insured benefits may be submitted to Human Resources for approval during the County's annual enrollment for an effective date of January 1 of each year. Additional hours worked over the scheduled amount shall be paid at the straight time rate and shall not result in a change in the division of health and insurance benefits. Overtime shall be payable for hours worked by either partner in excess of forty hours per week or as otherwise provided by this Agreement.

9.6.6 Seniority for step increases and layoff will be based on the seniority of each of the Job Sharers individually. Seniority for promotional consideration shall be as provided for by the applicable Articles of this Agreement.

9.6.7 Application Procedure.

- a. An employee currently in a full-time position who desires a Job Share arrangement must submit a written proposal to their Department Head/Elected Official. The proposal should include the following information:
 1. Names of employees who will Job Share;
 2. Position in which the Job Share is desired;
 3. Proposed work schedule for each employee;
 4. Proposed method of allocation and coordination of job responsibilities between the Job Share employees;
 5. Proposed procedures and routines for ensuring the information flow is maintained; and
 6. Proposed division of County insurance benefits.
- b. Upon receipt of the request, the Department Head/Elected Official and Human Resources will evaluate the proposal and respond to all below listed parties within thirty- (30) days. The final written plan must be signed by both Job Share partners, the Department Head/Elected Official, Human Resources and the local Union involved.

ARTICLE 10. OVERTIME

10.1 Work periods for Overtime Calculation

10.1.1 Work Periods for Overtime Calculation. Except as provided below, the work week for overtime calculation shall be the period of seven (7) consecutive twenty-four (24) hour days beginning with the reporting time following the employee's regularly scheduled days off ("weekend"); for example, 8:00 AM Monday to 7:59 AM the following Monday. The daily work period shall be the period of twenty-four (24) consecutive hours commencing with the employee's scheduled start time on each scheduled day of work.

10.1.2 For work schedules of four (4) days of ten (10) hours, the work week shall be the period of seven (7) consecutive twenty-four (24) hour days beginning on Sunday at 12:00 AM. The daily work period shall be the period of twenty-four (24) consecutive hours commencing at 12:00 AM on each scheduled day of work.

10.1.3 With approval of management, an employee requested to come in to work prior to the regular starting time shall be permitted to conclude work at the end of eight (8) or ten (10) hours, and being paid at the straight time rate, or working to the end of the regular shift with the additional time at overtime rates.

10.2 Compensation for Overtime. Employees normally shall be compensated at one and one-half (1½) times their regular (as defined in Section 11.2.2) rate of pay for hours worked in excess of forty (40) in a week or in excess of their eight (8), nine (9), or ten (10) hour daily shift. Except as provided below, the calculation of time worked for overtime purposes shall include paid leave: holidays, floating holidays, vacation, sick leave and compensatory time used. Overtime will be paid to the nearest quarter hour.

10.2.1 In the case of employees who are on paid leave for a part of the work day and work outside of their regularly scheduled shift, the employee shall have the option of being paid for the additional hours at the straight time rate or reducing the amount of leave used. For example, an 8-5 employee who is off for two (2) hours due to a medical appointment but who works until 7 PM has worked a total of eight hours and no use of sick leave is necessary. The employee may report either 1) eight hours regular time and two hours sick leave for a total of ten (10) hours, or 2) eight hours regular and zero sick leave. Leave need only be charged as necessary to make up the difference between the normal work hours and the hours actually worked. Daily overtime is payable only for hours *worked* in excess of the regular 8, 9 or 10 hour shift.

10.2.2 Holiday time shall be counted as time worked only for the purposes of paying overtime for work outside of the regular schedule. Holiday hours paid for a holiday falling on the employee's day off, shall be paid at the straight time rate. For example, a Tuesday through Friday 4-10 employee shall receive eight hours pay (or compensatory time pursuant to Section 10.3) for a holiday which falls on Monday and shall thus be compensated for 48 straight time hours for the week.

10.3 Compensatory Time Option. With authorization of the department and the employee, an employee may elect to be compensated for overtime or holiday work in the form of compensatory time off rather than pay. Such election must be made in advance, either on a standing or ad hoc basis. Either party may require that overtime be compensated in pay. Such compensatory time off may be accumulated to a maximum of eighty- (80) hours. Unused compensatory time shall be paid off at the employee's regular rate at the time of termination or transfer to another department.

10.4 All over time must be authorized by the employee's Department Head or his/her authorized representative prior to being worked.

- a. The County will make a reasonable effort to distribute overtime on an equitable basis among employees working within the same job classification within each work unit.

10.5 Callback Pay.

10.5.1 An employee who is called back to work after completion of his/her regular shift shall receive callback pay as provided herein.

- a. Unscheduled callback, regular work day: Two hours plus time worked, all paid at time and one half.
- b. Unscheduled callback, on regular day off: Two hours plus time worked, all paid at time and one half, with a minimum of two hours (on time worked).
- c. Scheduled callbacks, regular work day: Time and one half on hours worked, no minimum hours.
- d. Scheduled callbacks, regular day off: Minimum of two hours at time and one half.

10.5.2 For the purposes of interpreting this Section, the following definitions apply.

- a. An unscheduled callback is defined as a requirement to return to work from off-duty and off-premises status with less than twelve (12) hours notice. It excludes overtime which is an extension of the regular shift -- "holdover" overtime. It includes overtime which occurs on the "front end" of the regular shift only if no notice is given -- the employee is told to report for duty early with no advance notice. All other overtime and call-ins are considered scheduled.
- b. Regular workday callbacks are those which occur during the normal workweek -- "between" the employees regularly scheduled workdays.
- c. Day off callbacks shall be considered to be those which occur after midnight following the last day of work in the work week and before the scheduled start time on the first day of the next work week. For example, for a Monday-Friday, 8-5 employee, the qualifying period would be from midnight Friday to 8:00 AM Monday.

- d. "Minimum" pay is defined as a guarantee of a specified number of hours if the time worked on the callback is less than the guaranteed minimum. It is paid at the time and one half rate.
- e. Employees on standby duty shall be compensated for callbacks in accordance with Section 10.7.2.

10.6 Assignment of Overtime. Overtime assignments shall be based on policies and procedures established at the department level. The County will attempt to meet its overtime requirements on a voluntary basis. In the event there are insufficient volunteers to meet the requirements, the County may require the necessary employees to work. Overtime work that can be performed by either regular or temporary employees shall be offered first to regular employees.

10.7 Standby Pay. Employees assigned to standby duty shall be compensated at the rate of \$2.35 for each hour on standby. For the purposes of this Section, standby duty assignments are defined as a requirement to remain accessible and available for a specified period (e.g., one week) and employees are required to return to work immediately if called. Employees whose off duty activities are not restricted and are merely subject to being called are not considered to be on standby.

10.7.1 Employees who carry a pager are entitled to standby pay for those time periods when their activities meet the above restrictions.

10.7.2 Employees on standby duty are entitled to the two (2) hour minimum callback pay for the first call-out in each twenty four (24) hour period of standby duty and each additional callback.

ARTICLE 11. COMPENSATION

11.1 Salary Schedule. The salary schedules for employees covered by this Agreement shall consist of a salary range of five (5) or six (6) steps with approximately four percent (4%) or five percent (5%) between steps, as applicable. Salary schedule increases shall be applied to each step of the range. All employees shall be paid at one of the steps in the range.

11.2 Hourly Basis and Calculation.

11.2.1 Employees covered by this Agreement shall be paid on an hourly basis. The hourly salary for an employee's classification shall be as specified by this Agreement and the County Pay Plan. The employee's annual and monthly salary shall be calculated by multiplying the hourly rate by the hours scheduled to work (2080 per year and 173.33 per month for a full time employee). No use of the term "salary" in this Agreement shall be construed to require or allow employees to be treated as exempt or salaried employees under the FLSA.

11.2.2 Hourly rate computation. Employees' base hourly rate shall be as specified in the pay plan. The "regular" hourly rates shall include shift differential and shall exclude all other forms of compensation.

11.2.2.1 Paid leave shall include shift differential and work-out-of-class pay only if the employee was working the shift or assignment in the weeks before and after use of the leave and the assignment is of a minimum of 15 consecutive working days duration.

11.2.2.2 All cash-outs of paid leave shall be paid at the employee's base hourly rate of pay.

11.2.2.3 Employees who work overtime while in a work-out-of-class situation or receiving shift differential shall be compensated at the time and one half on the pay rate at the time of the assignment if the employee elects to receive pay for the time. If the employee elects CTO (Compensatory Time Off), the premium pay will not be included when the time off is taken.

11.3 Salary Increases.

11.3.1 Effective January 1, 2007, the salary schedule shall be increased by three and four tenths percent (3.4%) as set forth in Exhibit A to this Agreement.

11.3.2 Effective January 1, 2008, the salary schedule shall be increased by three and one quarter percent (3.25%).

11.3.3 Effective January 1, 2009, the salary schedule shall be increased by three percent (3%).

11.3.4 Reclassifications and Realignments. Effective July 1, 2003, the following position and classification changes shall be made as indicated below. Treatment of employee salaries shall be handled in accordance with Section 11.6.4.

- a. Technical Services Analyst classification shall be realigned from range 110 to range 111.
- b. The dual classification positions (Highway Maintenance Worker/Traffic Control Technician and Highway Maintenance Worker/Highway Maintenance Specialist) shall be classified for the full year at the higher level.
- c. Reclassify positions as shown below:

Position No.	From Class	To Class
POP013	Parks & Vegetation Specialist	Grounds Maintenance Crew Chief
ROP022	Highway Maintenance Worker	Highway Maintenance Specialist
ROP084	Highway Maintenance Worker	Highway Maintenance Specialist
ROP094	Grounds Maintenance Worker	Grounds Maintenance Specialist

- d. The County agrees to conduct a survey of Wastewater Maintenance Technician II and Lead and if the survey data shows that the County is below the average by 3% or more to realign the classifications. The County agrees to share all survey data and to retroactively realign the classification (per Section 11.6.4) effective July 1, 2003.

11.4 Step Increases. Employees shall normally be hired at the first step and shall be eligible for step increases after twelve (12) months at each step in the range. Unpaid leave of fifteen (15) days or more shall result in an adjustment to the eligibility date for the next step increase. Employees whose eligibility date falls between the first and the fifteenth of the month shall be eligible on the first day of the month. Employees whose eligibility date falls after the fifteenth of the month shall be eligible on the first day of the following month.

11.4.1 Step increases may be withheld or delayed based on disciplinary actions taken in the preceding six (6) months or unsatisfactory job performance. Such cause must be stipulated in writing and be presented to the employee at least sixty- (60) days prior to the eligibility date. The employee must be informed as to why the step increase is being withheld, what action he/she must take to obtain the increase and the date on which the employee will next be eligible for consideration for a step increase. The employee's next eligibility date shall not be changed even though the increase may be withheld. Delays of three months or less may be appealed to the department head. Any delay of longer than three (3) months may be challenged through the grievance procedure.

11.5 Promotional Increases. An employee who is promoted shall be placed on the lowest step in the new range which results in an increase equivalent to a one step increase, or the first step in the range of the higher classification, whichever is greater. If an employee has received WOOC pay, per Section 11.9, for at least six (6) months in the previous 12 months, the employee will be paid at the step in the new range which results in a least a five percent (5%) increase from their

regular rate of pay. However, when an employee is promoted from and to the following classifications he/she shall be compensated at the same step of the new range assigned.

From	To
Highway Maintenance Worker	Highway Maintenance Specialist
	Heavy Equipment Operator
	Traffic Control Technician
Highway Maintenance Specialist	Heavy Equipment Operator
	Traffic Control Technician
Wastewater Maintenance Technician I	Wastewater Maintenance Technician II
Wastewater Operator I	Wastewater Operator II
Grounds Maintenance Specialist	Parks and Vegetation Specialist

11.6 Other Pay Actions.

11.6.1 Transfers. An employee who transfers to a new position within the same classification or to a lateral classification shall retain the same salary and step increase eligibility date.

11.6.2 Demotions. An employee who voluntarily demotes shall be placed at the step in the lower classification which most nearly approximates but does not exceed the rate which the employee received in the classification from which he or she is demoting. Such employee shall retain the step increase eligibility date he or she had in the higher classification. An employee who is involuntarily demoted shall be placed at the highest step within the range assigned to the lower classification which results in a decrease and such action shall result in a new eligibility date.

11.6.3 Reclassification.

11.6.3.1 Upward Reclassification. For the purposes of this Section, upward reclassification describes those circumstances where an employee is found to be performing the duties of a higher classification and is distinct from realignments as addressed below. When an employee remains in a position which is reclassified upward, the employee's salary will be adjusted according to the promotional formula above. In addition, such employee shall not be required to serve a new probationary period.

11.6.3.2 Downward Reclassification. When an employee's classification is adjusted downward the employee will be placed at the highest step in the new range which does not exceed the former salary. If the former salary exceeds the top step in the new range, his/her wage rate shall be red-circled (frozen) until such time as negotiated adjustments advance the top step of the range assigned to the lower classification to the point where it equals or exceeds the employee's red-circled rate. The employee shall then be placed at the top step of the range.

11.6.4 Realignment. Realignment is the upward adjustment of the salary range of an entire classification based on internal or external compensation relationships. In the event of an upward realignment and except as noted below, employees will be placed at the step in the new range which equals or exceeds their former salary and will retain their current salary anniversary date. For example, in an upward realignment of five percent (5%), an employee at step 4 of the former range will be placed at step 3 of the new range. Employees who have been at the top step of the range for more than one year will be placed at the first step in the new range which provides for the equivalent of a one step increase and shall be eligible for additional step increases (if available) after twelve (12) months at the new step. Employees who have been at the top step of the range for less than one year will be eligible for a step increase on their next anniversary date.

11.6.5 Layoff. Employees who demote or bump downward in lieu of layoff shall be placed at the highest step in the new range that is equal to or below their former salary. If the former salary exceeds the maximum of the new range, the employee shall be placed at the top step of the new range.

11.6.6 Recall and Reinstatement. When an employee is recalled from a layoff list (within 24 months), or reinstated (within twelve [12] months) to his/her former classification, he/she shall be placed in the same step that he/she occupied at the time of separation. The eligibility date for the next increase shall reflect time served toward the next step increase prior to separation, e.g., an employee who terminated or was laid off and had three (3) months to go before the next increase shall have an eligibility date that is three (3) months after recall or reinstatement.

11.7 Salary Anniversary Dates. Each employee's anniversary date for step increase purposes shall be established based on the date on which the current step was attained, and the next date shall be based on the required number of months at that step. Anniversary dates shall be adjusted by the full amount of any unpaid leave of absence of fifteen (15) calendar days or longer except as otherwise required by law or this Agreement.

11.7.1 For employees below the top step in the range, time served toward a step increase shall be credited by retaining the current salary anniversary date except in the following situations:

- a. Promotions resulting in a 10% increase or more
- b. Demotions or downward reclassifications to a step below the top step of the range of the lower classification
- c. Re-employment

11.7.2 In each of the foregoing situations the employee shall receive a new salary anniversary date as of the date of the action and be eligible for a step increase after twelve (12) months provided he/she is below the top step of the range.

11.7.3 Employees who are promoted or reclassified upward and who have been at the top step of their former classification will receive a new anniversary date in all cases where they are placed at a step lower than the top step in a new range.

11.8 Shift Differential. Employees whose regularly scheduled shift begins after 2:00 PM will receive a shift differential of \$1.25 per hour. Such differential shall be paid on all hours worked on the shift plus observed holidays. It shall be included in payments for paid leave per Section 11.2.2.1. Short-term assignments to other shifts of one week or less or assignments made to accommodate an employee's personal situation do not qualify for shift differential.

11.9 Work Out of Classification. An employee shall be eligible for work-out-of-classification (WOOC) pay when assigned by the department head or his/her designee to perform substantially all the duties of a position in a higher classification for four (4) or more hours. WOOC assignments may be made only to a vacant position (or one which is temporarily vacant by virtue of the absence of the incumbent due to leave or training) or for special assignment.

11.9.1 Except as designated below, employees in a work out of classification capacity shall be compensated with a premium of 5% over their regular rate.

11.9.2. When work out of class assignments are from and to the classifications listed below, the employee shall be compensated at the percent premium identified.

% Prem	From Classification	To Classification
10%	Highway Maintenance Worker	Highway Maintenance Specialist
10%	Grounds Maintenance Specialist	Parks & Vegetation Specialist
14%	Highway Maintenance Worker	Heavy Equipment Operator Traffic Control Technician

11.9.3 WOOC assignments to management or unrepresented positions shall be governed in all respects by County policies.

11.10 Meal Allowances. Employees shall be eligible for a meal allowance of \$10.00 after each four (4) consecutive hours of overtime worked contiguously with the regular shift. Employees shall be eligible for a meal allowance of \$10.00 after eight (8) hours of overtime on a day off and then for each additional four consecutive hours of overtime. Employees working overtime while in a travel capacity shall be eligible for a meal allowance under the travel policy only. Employees entitled to meals as part of their per diem while in a travel capacity shall not be entitled to double reimbursement for the same meal under the overtime meal provision.

11.11 Mileage Reimbursement. Employees who are required by the County to use their personal vehicles for County business shall be reimbursed for work related mileage. The reimbursement rates shall be adjusted at such times and in such amounts as the IRS-approved mileage reimbursement rate is adjusted or as specified in Appendices to this Agreement.

11.12 Payroll. Employees shall be paid on the 10th and 25th of each month, reflecting actual hours worked and leave taken/earned for the preceding half month work period (1st to 15th and 16th to end of month). If payday falls on a Saturday, Sunday or holiday, paychecks shall be issued on the previous workday.

11.13 Overpayments and Underpayments.

11.13.1 The County shall correct the pay rate or amount of any form of compensation or benefit found to have been overpaid or underpaid. Underpayments by the County shall be paid to the employee in a single payment as soon as practicable.

11.13.2 Overpayments must be returned to the County and employees are required to consent to the payroll deductions necessary to effect such repayments. With agreement of the County, employees may elect to repay the County by check.

11.13.3 In cases where the overpayment occurred over a period of time, such as an incorrect pay rate, the employee shall not be required to repay the County at a rate greater than the overpayment occur. For example, an employee repaying the County for overpayment that occurred over six (6) pay periods would be entitled to repay the funds over six (6) pay periods.

11.13.4 Repayments shall be made by payroll adjustment unless other arrangements have been made with payroll.

11.14 Uniforms and Allowances.

Category	Clothing	Boots	Reimbursement/ Allowance/or Provided
Department of Community Development	It must be understood that these allowances are for purchase of County identifying clothing which must be purchased through County catalogues. Any exception must be approved by the division manager.		
Deputy Fire Marshal	\$300 for logo clothing for the first year and \$100 clothing allowance; \$150 for logo clothing in future years and \$250 clothing allowance		For use in purchasing County recognizable clothing such as jackets or shirts with logo. Reimbursable \$100 first year and \$250 in future years Expected to be worn when in the field.
Fire Marshall Inspectors	\$300 the first year; replace as needed up to a max of \$150/year		Expected to be worn when in the field.
Code Enforcement Coordinators	1 shirt, 1 jacket, 1 cap – replace as needed		For use in purchasing County recognizable clothing such as jackets or shirts with logo.
Code Enforcement Officer (primarily field personnel)	\$300 the first year; replace as needed up to a max of \$150/year	\$75 for life of Contract. Replace as needed	Expected to be worn when in the field.
Building Inspectors (primarily field personnel)	\$300 the first year; replace as needed up to a max of \$150/year	\$75 for life of Contract. Replace as needed.	For use in purchasing County recognizable clothing such as jackets or shirts with logo.
Building Inspectors (primarily plans examiners)	1 shirt, 1 jacket, 1 cap – replace as needed		Expected to be worn when in the field.

Natural Resources Specialists (those with heavy field responsibilities)	\$300 the first year; replace as needed up to a max of \$150/year	\$75 for life of Contract. Replace as needed.	For use in purchasing County recognizable clothing such as jackets or shirts with logo.
Development Services Planners (those with occasional field responsibilities)	1 shirt, 1 jacket, 1 cap replace as needed		Expected to be worn when in the field.
Development Service Planning Techs (those with occasional field responsibilities)	1 shirt, 1 jacket, 1 cap replace as needed		

- a. For Community Development, employees shall receive the full initial allotment for the first year regardless of the month of hire. There shall be no pro-ration based upon hire or termination dates with the exception of the Fire Marshall clothing allowance which shall be prorated.

Public Works Department	Clothing	Boots	Reimbursement
Road Operations employee – includes those working outside in Dept. 632ROP	\$225*		Reimbursement
Road Ops – Asphalt employees	\$250*	\$175 for work boots	Reimbursement
The following classes in Dept 633POP Grounds Maintenance Worker Grounds Maintenance Specialist Vegetation Control Specialist Grounds Maintenance Crew Chief	\$300		For use in purchasing County recognizable uniforms such as jackets or shirts with logo, pants and boots
County Road Division Sign Shop Bridge Crew	Shop coats or coveralls and laundry furnished. *		
Treatment Plant – Maintenance Technicians (inc. lead) Operators Solids Program Coordinator Lab Analyst	\$400 \$300 \$300 Lab Coats Provided	\$100 for work boots for all classes except Lab Analyst and OA.	Reimbursement Hip waders will be provided on an as needed basis, not to exceed one set per employee per year.

11.14.1 For the Public Works Department: reimbursements will be made on an as-needed basis up to the maximum amount per year. Receipts are required and must be submitted prior to November 15 for reimbursement. Reimbursement amounts will be prorated for those hired or assigned to the units during the calendar year.

11.14.2 Appropriate clothing shall be defined as pants, T-shirts, shirts, coveralls, high visibility rain gear, jackets or caps, boots, leather gloves, thermal underwear that are suited for an industrial work environment.

11.14.3 Where state law requires the employer to provide personal protective equipment the County will comply. The County shall continue to provide the following protective equipment and clothing when required under state law for specific functions. The cost of these shall not be deducted from any of the allowance referenced above.

Safety glasses	Hard hats
Reflective vests	Hearing protection
Rubber gloves	Respirators
Leather chaps	
*Hi-visibility	T-shirts & Caps

ARTICLE 12. VACATION

12.1 Accrual Basis. Employees shall accrue vacation based on the schedule below. Vacation accrual will be pro-rated based on the number of hours in paid status and no accrual shall occur during unpaid leave. Regular part-time employees shall accrue vacation on a pro rata basis. New employees shall accrue vacation beginning with the first day of employment but shall not be eligible to sell back or receive termination payoff until completion of six months of service. New employees are generally not authorized use of vacation in the first six months of employment but exceptions may be authorized by the department head.

12.2 Accrual Rates.

12.2.1 Regular full-time employees shall accrue vacation according to the following schedule:

Completed Years of Service	Hours per Pay period	Hours per Year	Days per Year	Max
Start	3.33	80	10	NA
1	4.33	104	13	208
5	5.33	128	16	256
10	6.33	152	19	304
15	7.33	176	22	352
20	8.33	200	25	400
25	9.33	224	28	448
30	10.33	248	31	496

12.3 Maximum Accumulations. Employees may accumulate vacation up to a maximum of two (2) times their annual accrual rate; e.g., an employee earning 22 days/176 hours may not accumulate more than 44 days/352 hours. When an employee has reached the maximum allowable accrual, future accruals will cease until such time as the balance allows for additional earnings. Employees are responsible for monitoring their accruals and scheduling time off as necessary to preserve the ability to accrue vacation.

12.4 Vacation Scheduling. Employee requests for vacation leave shall normally be granted, provided the requested time off would not interfere with workload requirements and schedules. Applicable vacation scheduling arrangements, for example, seniority-based bidding systems, may be developed at the department level.

12.5 Termination Payoff. Upon termination of County employment with more than six (6) months of service an employee shall be paid for all accrued and unused vacation and comp time at his or her final base hourly rate of pay. The termination payoff shall be based on the base (excluding shift differential or other forms of premium pay) hourly rate of pay as of the last day of work. Employees may not elect to extend employment beyond the last day of work by using accumulated leave.

12.6 Vacation Leave Donation Plan. Regular full-time or part-time employees may donate vacation to the sick leave account of another employee. Time can be used for the employee's medical condition or due to the medical condition of a covered family member.

12.6.1 Determination of eligibility for an employee to receive donations will be based on provisions and requirements of FMLA except that employees are not required to meet the 12 months of employment requirement.

12.6.2 Leave amounts shall be calculated based on the donor's hourly rate and credited to the receiving employee based on his/her hourly rate.

12.6.3 Each donation must be a minimum of four (4) hours.

12.6.4 Once credited to the receiving employee, the donated hours will be considered as all other accrued sick leave.

12.6.5 To be eligible to donate vacation time, an employee must have used and/or maintained a balance totaling eighty (80) hours vacation and/or floating holidays for his/her own usage during the calendar year.

12.7 Vacation Sell-Back. Employees may elect pay in lieu of vacation up to a maximum of sixty- (60) hours per year. Vacation sell-back is subject to the following requirements and procedures:

12.7.1 The opportunity to cash out vacation shall be offered twice per year in the months of June and December. Requests must be submitted by May 15 and November 15 on forms designated by the payroll office.

12.7.2 To be eligible to cash out vacation, an employee must have used a total of eighty (80) hours vacation and floating holiday hours in the prior calendar year. The total of vacation sold may not exceed the maximum hours limitation but may be apportioned according to the employee's choice between the June and December sales periods.

12.7.3 The vacation sell-back option is subject to availability of adequate funds. Vacation sales may be restricted or suspended by the County. In the event vacation sales requests exceed available funds, the Human Resources Department shall develop procedures to equitably apportion vacation sales among employees with pending requests. Vacation sell back and donations shall be computed at the base hourly rate.

ARTICLE 13. HOLIDAYS

13.1 Observed Holidays. The following days are recognized as legal paid holidays for which time off is to be granted:

New Year's Day -- January 1
Martin Luther King's Birthday - Third Monday in January
Presidents' Day -- Third Monday in February
Memorial Day -- Last Monday in May
Independence Day -- July 4
Labor Day -- First Monday in September
Veterans' Day - November 11
Thanksgiving Day -- Fourth Thursday in November
The day immediately following Thanksgiving Day
Christmas Day -- December 25

13.1.1 Any of the above holidays which fall on a Saturday shall be observed on the previous Friday. Any of the above holidays which fall on a Sunday shall be observed on the following Monday.

13.1.2 Employees shall receive the same number of holidays regardless of work schedule. If the date of observance of a holiday falls on an employee's day off, the employee shall receive an alternative day off or be paid for the holiday. To be eligible for pay for a holiday, the employee must be in paid status on the scheduled work days immediately before and after the holiday. Employees will not receive pay for holidays occurring during an unpaid leave of absence or after the last day of work in the case of termination. The first day of work for a new employee may not be the day of a holiday.

13.1.3 Holidays occurring during a period of leave with pay (vacation, sick leave, or other paid leave) shall be charged as a paid holiday leave and shall not be charged against paid leave.

13.2 Floating Holidays. Employees shall receive three (3) floating holidays per year. Floating holidays shall be credited on January 1 of each year.

13.2.1 Floating holidays must be used by the end of the year and may not be carried forward into the next calendar year.

13.2.2 Requests for use of floating holidays may be in increments of one-half (½) hour. Requests should comply with procedures outlined for the use of vacation except that departments may authorize shorter advance request requirements or less formal application procedures.

13.2.3 New employees shall receive a pro-rata share of floating holiday hours at the rate of one twelfth of the annual entitlement for each full month of service during the year. Employees who terminate during the year shall be entitled to cash out unused floating holiday hours based on the foregoing formula.

13.3 Part Time and Variable Schedule Employees. Part-time employees shall be credited with observed and floating holidays on a pro-rata basis based upon the ratio of their assigned schedule to full-time employment.

13.3.1 Employees working a full time but irregular schedule such as a 4-10 arrangement shall receive eight (8) hours of holiday leave for each observed or floating holiday. Full pay for the period may be obtained by charging additional leave, e.g. a 4-10 employee can use eight (8) hours of regular holiday time and two (2) hours of floating holiday time to receive full pay for a holiday falling on the day of a ten (10) hour shift.

13.4 Holiday Work Premium. Regular full-time and regular part-time employees who are required to work on a holiday shall be compensated in pay or compensatory time off at the rate of time and one half for all hours worked. Individual employees who work on both the legal holiday and the day of its observance will receive the holiday work premium on either day but not both. As with overtime, the choice of compensatory time off requires approval of the employee and the department.

13.5 Commissioners Holiday. The special Commissioners Holiday may be granted or not granted at the sole discretion of the Board of County Commissioners and the hours, rules and procedures governing its use are not subject to any duty to bargain or the grievance procedure of this Agreement.

ARTICLE 14. SICK LEAVE

14.1 Purpose. Sick leave is provided to continue pay during illness or injury incapacitating the employee to perform his/her work, contagious disease whereby his/her attendance at work would create a direct threat to the health of fellow employees or the public, or as otherwise provided by law or this Article. The County and the Union agree that sick leave use is subject to certain conditions and restrictions as defined herein.

14.1.1 Use of sick leave is contingent upon following required reporting procedures and compliance with the purposes of sick leave. Employees who fail to call in according to procedures or fail to provide medical verification, if properly requested, may be charged unpaid time for the absence.

14.1.2 With management approval, earned vacation leave or accrued compensatory time may be used when accrued sick leave is not available for an absence necessitated by illness or injury.

14.1.3 Sick leave payments shall be exempt from social security taxes to the extent allowed by law.

14.2 Sick Leave Accruals. Full time employees covered by this Agreement shall accrue sick leave at the rate of eight (8) hours per month or ninety-six (96) hours per year. Sick leave may be accumulated up to a maximum of 1200 hours.

14.2.1 Employees shall accrue sick leave based on paid hours. For example, an employee earning twelve (12) days per year shall accrue .0461538 hours (96/2080) for each straight time hour of work or paid leave.

14.2.2 No accrual shall occur during unpaid leave and sick leave accrual will be pro-rated based on the number of hours in paid status up to a maximum of the employee's full or part time schedule. Regular part-time employees shall accrue sick leave on a pro-rata basis.

14.3 Workers' Compensation Integration. An employee may charge his/her sick leave account for the difference between any compensation received from the Workers' Compensation Insurance and the employees' normal pay for injuries or illnesses covered by Workers' Compensation. The calculation shall be based on the difference between the employee's normal post-tax take home pay and the pay from Workers' Compensation.

14.4 Family Illness Usage. Employees may use sick leave in the event of an illness in the employee's immediate family requiring the attendance of the employee. For the purposes of this Section, immediate family is defined as spouse, domestic partner (with a completed Affidavit of Domestic Partnership on file in the HR-Benefits Department), dependent children of the employee or their domestic partner provided the child resides in the home of the employee and the domestic partner, parents or the step/in-law equivalents and grandparents. Sick and/or unpaid leave may be allowed to care for such other relatives and in such circumstances as required by state and federal leave laws and administrative regulations.

14.5 Medical and Dental Appointments. Sick leave will be allowed for doctor and dentist appointments for the employee or members of the employee's immediate family requiring the attendance of the employee. Employees shall make a reasonable effort to schedule these appointments to occur during off-duty hours.

14.6 Reporting and Approval Procedure. Employees unable to report for duty shall notify the County's designated representative in accordance with procedures and timelines established at the department level. Employees who know in advance that they will be utilizing sick leave for a particular purpose (e.g., surgery, hospitalization, dental or medical appointments, etc.) shall give notice of the dates of such leave as far in advance of the leave as is practicable. Employees who fail to notify the department of an absence are subject to disciplinary action for absence without leave.

14.7 Medical Verification. The County may require a physician's certification of the nature and duration of an employee's disability from work, of an employee's ability to return to work, and/or of an employee's ability to continue the full performance of his or her duties.

14.8 Attendance. The parties agree that employee attendance is an important element of overall job performance, contribution to the organization and service to the community.

14.8.1 The parties also agree that the effective management of employee attendance should incorporate the following overall principles:

- Sick leave is granted as a form of insurance against pay loss due to illness or injury and is not a “vested” benefit such as vacation.
- Standards and techniques for assessing attendance should be consistent across department lines.
- Management is responsible for taking appropriate, corrective action when attendance falls below expectations.
- Employees are responsible for addressing the circumstances which give rise to absences.
- A fair measure of attendance and absenteeism must take into account both the total hours of absence and the number of individual, unscheduled absences due to illness or injury.
- Time off taken under the auspices of federal and state disability and family leave laws will not be considered as part of an assessment of employee attendance or a corrective action plan.

14.8.2 For the purposes of this Section, “attendance” refers only to absences due to illness or injury and not to scheduled absences such as vacation, comp time, floating holidays, bereavement, military leave, industrial injury leave and jury duty.

14.8.3 Toward the goals above, the County may continue to utilize the “8/8” attendance program as a means to communicate the importance of attendance and respond to employees with absence rates in excess of the 8/8 standard. That standard is defined as a record of more than sixty-four (64) hours total absence (excluding FMLA and other leave

as identified above) which included more than eight (8) unscheduled absences over a twelve (12) month period. Employees below either measurement are considered to have an acceptable record.

14.9 Sick Leave Payoff. Employees who separate from County service via resignation or layoff with at least ten (10) years of service will be paid for accrued but unused sick leave at their base rate of pay according to the following formula:

Portion /tier of Accumulated hours	Percent Payable	Maximum Payout
900 to 1,200	75% of hours over 899	225
600 to 899	50% of hours over 599	150
300 to 599	25% of hours over 299	75
<i>Total</i>		<i>450</i>

For example, an employee earning \$14.00 per hour with a balance of 1200 hours would be paid for 75% of the top bank of 300 hours ($1200-900 \times 75\% = 225$ hours), 50% of the next bank of 300 hours ($900-600 \times 50\% = 150$ hours) and twenty five (25%) of the next bank ($600-300 \times 25\% = 75$ hours) for a total of 450 hours or \$6,300. Employees with balances below 300 hours are not eligible for payoff.

14.10 Sick Bonus Day. Employees who have no sick leave usage (or absences due to illness/injury which are charged to other paid leave accounts) for any full calendar year of service shall be entitled to a day off with pay. Eligibility shall be determined and reported to departments during by March 1st of each year and time off must be used by May 31. This program is only available to full time employees who were on the payroll and in paid status for the full calendar year (2080 hours).

ARTICLE 15. OTHER LEAVES

15.1 Bereavement and Funeral Leave. A full-time employee shall be granted up to three (3) consecutive workdays of paid bereavement leave at the time of a death in the employee's immediate family. Such employee shall be granted up to an additional two (2) days of paid bereavement leave when air travel or one-way land travel of four (4) hours or longer is necessary. To be eligible for the additional one or two days paid leave, pre-authorization from the Department Director or designate is required. Bereavement leave may be used for qualifying family members in the case of imminent death but the total bereavement leave portion shall not exceed the three or five workday's limitation. For the purposes of this Section, eligible family members are:

- a. the spouse, children, parents, brother, sister (or the step and in-law equivalents)
- b. the employee's grandparents, grandchildren, aunts and uncles
- c. the employee's domestic partner and children, parents, brother, sister (or the step and in-law equivalents) of the domestic partner (an Affidavit of Domestic Partnership must be on file in the HR-Benefits Department)
- d. other relatives living in the employee's household.
- e. any person under the guardianship of the employee.

15.1.1 Bereavement leave in excess of the durations identified above or for other relatives may be granted with the approval of the supervisor and charged to an employee's vacation, floating holiday, or compensatory time account.

15.1.2 Time off with pay will be allowed for attending the funeral of a County employee.

15.2 Military Leave. The County shall abide by the provisions of Federal and State laws to provide military leave and reinstatement rights for employees. The provisions of the laws are defined under the Uniformed Services Employment and Reemployment Rights Act (USERRA), and Washington State Law, RCW 38.40.060. Employee benefits will only continue for those months in which the employee is in a paid status the first working day of the month.

15.3 Civic Duty and Examination Leave.

15.3.1 Leave with pay shall be granted as necessary to allow employees to serve as a member of a jury. Any compensation received by the employee for such duties, excluding mileage allowance and meal allowance, shall be waived, remitted to the County, or, in the alternative, the County shall pay the difference between the employee's regular salary and the fees received. When an employee is excused or dismissed from jury duty, he/she shall promptly notify the County. Employees may be required to report to work for any portion of their regularly scheduled shift during which they are not actually serving on a jury or waiting to be assigned to a panel of jurors.

15.3.2 Service as a witness in matters arising from the course and scope of employment shall be considered on-duty time. Service as a witness or party to non job related matters

shall be charged against the employee's vacation, floating holiday or comp time balance or may be taken as unpaid leave at the option of the employee.

15.3.3 Upon prior notice to his/her supervisor, an employee shall be allowed paid work time to take examinations required for other positions within the County. Testing undertaken on a day off shall not be considered working hours for overtime calculation purposes.

15.3.4 Employees unable to vote while off duty may use paid vacation, comp time or floating holiday time to vote.

15.4 Serious Health Conditions, FMLA and Family Care Leave. The employer shall authorize leaves of absences to employees for qualifying circumstances, as specified in the Federal Family and Medical Leave Act (FMLA), the Washington Family Leave Law, the Family Care Act, this Agreement and other relevant statutes.

15.4.1 Reporting Requirements. Employees unable to report for duty shall notify the employer's designated representative in accordance with procedures and timelines established at the department level. The employees requesting leave for a qualifying circumstance under this Article must state why they are off work, the expected duration of the time off of work, and if the leave is to care for a family member the employee must identify which family member. In situations where an emergency arises the employee must notify the designated representative as soon as reasonably possible under the circumstances. For Family Care Leave the employee should provide as much advance notice of the need as possible. For FMLA leave, where possible, an employee should give thirty (30) calendar days advance notice of the need for leave; if thirty (30) calendar days advance notice is not possible the employee or the employee's designee shall request leave as soon as the employee knows of the need to be away from work.

15.4.2 Family Care Leave. Regular and part-time employees who have accrued paid leave available and have a dependent covered under the Act with a qualified health condition, shall be eligible for Family Care Leave. An eligible employee is entitled to use any or all of the employee's choice of accrued sick leave or other accrued paid time off to care for a legal spouse, parent, parent-in-law, or grandparent of the employee who has a serious health condition or emergency condition, or to care for a child of the employee with a health condition that requires treatment or supervision if the child is either under eighteen years of age or older but incapable of self-care because of mental or physical disability. Family Care Act leave that also qualifies for FMLA and/or the Washington Family Leave Law shall be counted concurrently. The duration of leave under the Family Care Act will continue as long as the employee has accrued paid time available and the family member has a qualified health condition.

15.4.3 An FMLA eligible employee may take up to twelve (12) weeks of job protected leave from work because of a serious health condition, a family member's serious health condition, or for parental leave to care for a new born or newly adopted or placed child. Under FMLA, a family member is an employee's parent or person who acted as a parent, legal spouse, or a child who is either under age eighteen (18) or older and incapable of self-care because of a mental or physical disability. Unpaid leave shall be authorized

only after the exhaustion of all other available paid leaves except compensatory time. At the time of initial placement, parents of adopted children may use sick leave to care for the child under the same conditions granted natural parents. Compensatory time use and a birth mother's period of temporary pregnancy related disability shall not be deducted from the twelve (12) week FMLA leave entitlement. All other paid time used during FMLA leave shall be deducted from the twelve (12) week leave entitlement.

15.4.4 With agreement of the department, employees may work a reduced work schedule for up to two (2) months preceding and/or following the period of parental leave.

15.4.5 The County may require a physician's certification of the nature and duration of an employee's disability from work, of an employee's ability to return to work, and/or of an employee's ability to continue the full performance of the employee's duties.

15.5 Workers' Compensation.

15.5.1 **Coverage:** All members of the bargaining unit will be provided coverage as required by State Workers' Compensation.

15.5.2 Seniority:

- a. The period of time that an employee is off the job and unable to work by reason of a disability compensable under the Workers Compensation Law shall not interrupt his or her continued period of employment with reference to accrual of seniority.
- b. If an employee is transferred to another classification within the bargaining unit because of a compensable injury, his or her seniority shall be governed in accordance with Article 19 – Layoff, and by applicable state statutes related to re-employment and non-discrimination.

15.5.3 Probationary Employees: If an employee sustains an injury during his or her probationary period, the probationary period may be extended by written agreement of the Union, the employee, and the County.

15.5.4 Benefits:

- a. To ensure that the employee receives prompt and regular payment during periods of industrial injury or occupational illness, the employee will be placed on paid sick leave as long as accrued sick leave is available. If the employee has exhausted his/her sick leave, he/she will be placed on unpaid leave of absence or may elect to use accrued vacation or floating holiday leave.
- b. The County shall continue to provide the employer contribution for medical and dental benefits for an employee with a compensable claim and his or her dependent(s) from the first day of occupational disability, subject to the limitations of Article 16 – Insurance, for a period not to exceed six (6) months,

provided the employee pays his/her share. Thereafter, any continuation of health and welfare benefits shall be at the option and expense of the employee.

15.5.5 Denied Claims:

- a. If a Workers' Compensation claim is denied, the employee's absence from work due to illness or injury shall, to the extent not compensated as Workers' Compensation time loss, be subject to the provisions of Article 14 – Sick Leave.
- b. If an employee's Workers' Compensation claim is under appeal, and he or she is no longer entitled to medical/dental coverage under Article 16 – Insurance, he or she will be entitled to continued coverage under federal COBRA law, provided that the employee continues to be eligible and pays the premiums as required.
- c. If a denied claim is later held compensable upon appeal, the employee will be entitled to reimbursement of any premiums paid to the County for medical/dental benefits.

15.6 Other Leaves of Absence. Employees may request leaves of absence of up to twelve (12) months for educational reasons, medical/disability leave or compelling personal circumstances. A minimum of two (2) years service is required prior to requesting educational or personal leaves.

15.6.1 All requests for leaves of absence or extensions shall be submitted in writing to the department head or his/her designee and approved in advance of the effective date. Employees reporting to work at the end of an authorized leave of absence shall be employed in the same class held at the start of such leave of absence.

15.6.2 For unpaid leaves of fifteen (15) calendar days or more, salary anniversary and seniority shall be adjusted by the full amount of the unpaid leave. Absence without leave and failure to return from leave shall be treated as job abandonment or may be the basis for termination.

15.6.3 Paid leave taken prior to going on unpaid leave shall not be counted toward the twelve (12) month maximum. Unless otherwise authorized by the department head or applicable elected official and Human Resources, the employee must exhaust accumulated vacation, floating holidays and comp time before going on unpaid status.

15.7 Mandatory leave. The Department may place an employee on an appropriate category of leave if it can be reasonably concluded that he/she cannot be permitted to work without risk to the health and safety of the employee, coworkers or the public.

ARTICLE 16. INSURANCE

16.1 The Multiparty Healthcare Committee under the provisions of the Memorandum of Understanding (Appendix A) will make decisions regarding healthcare expenditures, plans and carriers for medical and dental insurances for 2007, 2008, and 2009.

16.2 Eligibility. The County agrees to make available to eligible employees and their dependents one medical/dental plan.

16.2.1 Regular employees shall be eligible for medical insurance effective the first of the month following date of hire or first of the month following date enrollment forms are received by the Human Resources Benefits Department. Coverage will terminate at the end of the last day of the month in which employment ends.

16.2.2 Dental coverage will begin the first of the month following ninety (90) calendar days of employment. Coverage will terminate at the end of the last day of the month in which employment ends.

16.2.3 Regular Part-time employees whose budgeted regular schedule calls for thirty (30) hours per week (.75 FTE) or more shall be eligible for the full County contribution. For regular part-time employees in positions budgeted at one-half up to three quarter Full Time Equivalency (.5 to .749 FTE) the County shall pay seventy percent (70%) of the County's contribution for the highest cost plans for 2007 with the employee contributing the balance based upon employees' plan of choice. The Healthcare Committee shall have the responsibility to determine the appropriate pro-ration for each subsequent year of the contract. Temporary changes in work hours will not result in change in benefits available or employer contribution, unless the change in hours continues for three (3) consecutive months or more. When the temporary change is anticipated to last longer than three (3) months, the change will become effective immediately on the first of the following month.

16.2.4 Project employees shall be eligible for the medical and dental plans and contributions shall be determined in the same manner as regular employees.

16.2.5 Eligible dependents include legal spouse and dependent children up to age 19 or until age 23 if a full-time student at an accredited school.

16.2.6 Qualified Family Status Changes: Enrollment changes as a result of a qualified family status change pursuant to Internal Revenue Code, Section 125 and County policy shall be effective the first of the month following the date of the qualifying event; except in the case of newborns and adoptions, coverage is effective on the date of birth or placement in the home. Enrollment changes must be received by the County with the applicable documentation within thirty-one (31) calendar days [sixty (60) calendar days for newborns] otherwise, coverage cannot be obtained until the next open enrollment with coverage effective January 1 of the following year.

16.2.7 Eligibility for coverage during unpaid leave. Employees will have continuous coverage during an unpaid leave of absence if covered by FMLA or Pregnancy Disability

Leave. For other unpaid leaves, any month in which the employee is in an unpaid status the first of the month and the unpaid leave has been 30 continuous calendar days or longer, benefits will not be provided. Coverage will be reinstated effective the first of the month following the date of the employee's return to work; except for return from USERRA leaves and other state and federal protected leaves, whereby coverage shall be reinstated as of the date of return to work.

16.2.8 For recalled employees [within a twelve (12) month period] and employees returning from furlough, coverage is reinstated the first of the month following the date of re-employment.

16.2.9 **Job Share Benefits.** Job share benefits will be provided to employees sharing the regular work hours and benefits of one full-time position. Except as otherwise provided in Section 9.6, Job Sharing, benefits shall be provided based upon a 50% division of the employer contribution for medical and dental coverage. Each employee shall have the option to enroll in the medical and dental plan of the employee's choice. Any cost for coverage over the 50% share of medical and/or dental insurances shall be the responsibility of the employee. Each job share employee shall also receive a life insurance benefit at the same level as provided to full time employees.

16.2.10 The County will make available medical and dental insurance coverage for the eligible employee's domestic partner subject to required tax regulations relevant to this benefit. To access this benefit, the employee must have a completed Affidavit of Domestic Partnership on file in the Human Resources-Benefits Department.

16.3 Premiums. Premiums, plans, and cost distribution will be determined through the multi-party Healthcare Committee process as outlined on the Memorandum of Understanding included as Appendix A.

16.4 Other than Medical and Dental Carrier and Coverage Changes. The County retains the exclusive right to select plans and carriers for life insurance, long-term disability, or other employer provided benefits provided that the successor plan(s) shall provide substantially equal or better coverage than the existing plans. This Section is not intended to apply to medical or dental plans which are addressed in the Healthcare Committee Memorandum of Understanding.

16.5 Open Enrollment. The County agrees to provide annual open enrollment periods annually and/or beginning not less than thirty- (30) days prior to any change in medical coverage. Such open enrollment periods shall be not less than two (2) weeks in duration.

16.6 Life Insurance. Effective first of the month following ratification, the County shall provide each employee a group term life insurance policy including accidental death and dismemberment coverage in the amount of \$20,000. Employee and/or dependent coverage shall be made available for employee purchase.

16.6.1 The County shall continue to make available through payroll deduction voluntary supplemental and dependent life insurance to employees, subject to individual evidence of insurability at such premium rates as are established by the carriers. The County will make every effort to negotiate the most effective rates.

16.7 Long Term Disability Insurance. The County shall provide each employee long term disability insurance policy providing for pay continuation of 60% of salary with a ninety (90) day elimination period and such other provisions as are provided by the plan document.

16.8 Continuation of Benefits

16.8.1 Pursuant to federal law, Clark County employees and/or dependents who lose group health care coverage are eligible to continue participation in the group health plan for the time periods as defined in the law. The affected employee and/or dependent are responsible for the cost of the coverage plus an administrative fee.

16.8.2 County provided health benefits will continue during an unpaid family and medical leave or accident or illness covered by Workers' Compensation at the same level and under the same conditions as if the employee had continued to work. If the employee chooses not to return to work following an approved family and medical leave for reasons other than a continued serious health condition, the employee will be required to reimburse the County the amount if paid for the employee's health insurance premiums.

16.8.3 Eligibility for insurance coverage for medical and dental insurance during other unpaid leaves will be in accordance with the federal COBRA program. Employees are not eligible for other insurance coverage during unpaid leaves of absence.

16.9 Eye Examinations. A full-time employee identified by the Human Resources Department as the incumbent of a position requiring video display terminal operation of not less than five (5) hours per work day shall be entitled to an eye examination once every twelve (12) months. When the examination is not covered under the employee's medical or vision plan, subject to the normal provisions of the plan, the employee may submit a written request for reimbursement of the cost of the exam to the County's Human Resources Department. Vision examination reimbursement for examinations not covered by medical or vision insurance shall not exceed \$100 per employee per year.

ARTICLE 17. OTHER BENEFITS

17.1 Retirement Plan. The County participates in the Washington State Public Employees' Retirement System. The County and employees are required to contribute a percentage of compensable earnings as set by the State Legislature.

17.2 Deferred Compensation Plans. The County agrees to provide opportunities for regular employees to participate in Internal Revenue Code Section 457 Deferred Compensation Plans. Contributions may be made up to the allowable IRS maximum.

17.3 Flexible Spending Accounts. The County agrees to make available Dependent Care and Health Care Flexible Spending Accounts as long as allowed under the Internal Revenue Code Section 125.

17.4 Employee Assistance Program. The County agrees to make available an employee assistance program providing confidential counseling services to employees and their eligible dependents.

17.5 Tuition Reimbursement. The County shall reimburse an employee for the cost of tuition, registration, associated books and fees for any classes, seminars or conferences taken by an employee on the employee's own time which are directly related to the employee's current position and which, in the opinion of the County, will result in improved job performance. Prior approval from the Department Head is required and is subject to the availability of budgeted funds. For courses or training for which a grade is issued, the employee must attain a grade of "C" or better in order to receive reimbursement.

17.6 Parking. The County Campus Parking Management Plan represents the guidelines for parking within the downtown campus. Except as indicated herein, this Plan applies in its entirety. Changes to this Plan made during the life of this Agreement with the exception of fees or restrictions on employee parking may be made without additional bargaining. Exceptions to this plan are as noted below:

- a. Employees will be allowed one duplicate permit without charge.
- b. Replacement permits will cost \$5.00 per replacement.

Employees choosing to park in downtown campus, County-provided parking lots shall pay a monthly fee as shown in the schedule below labeled Current Fee. The County may increase the fee(s) by up to 15% over the life of the Agreement and the County agrees to provide a minimum of thirty- (30) day notice prior to increasing the fee(s). The new Maximum Fee is shown below.

Category of Parking	Current Fee	Maximum Fee
General Access	\$20.00	\$23.00
Uncovered Reserved	\$35.00	\$40.25
Covered Reserved	\$50.00	\$57.50

17.6.1 As part of the County's Commute Trip Reduction efforts, the County will reimburse employees who commute via bus to and from work, an amount equal to \$44.00 per month for the term of this Agreement.

17.7 License and Certifications.

17.7.1 The County shall reimburse or otherwise pay the cost of licenses or certifications which are required to maintain (but not obtain) employment in the current classification or required to qualify for promotion to the next level in an alternately staffed job family, e.g. Wastewater Operator I to Wastewater Operator II. This shall include cases where new requirements are established. A department may also elect to reimburse an employee where possession of the license or certificate is not a legal requirement but its possession is of direct benefit and value to the department in the employee's current position / classification. The assessment of value shall be at the sole discretion of the department and is not subject to the grievance procedure.

17.7.2 Costs for licenses or certificates that are 1) required to qualify for entry into the classification (meaning the employee must possess them to be hired), 2) desired or required for promotion to non-alternately staffed positions or 3) not viewed as cost-justified by the department, are the responsibility of the employee.

17.7.3 The County will keep all code inspectors informed of any changes to the state and local codes to ensure that the structures they are inspecting are in compliance with the code. The County will also provide opportunities for employees to receive training to assist them in maintaining their certifications, based on workload and budget constraints. However, employees are responsible for maintaining certifications and providing proof of re-certification to the County.

17.8 Dues and memberships. Funding for or reimbursement of dues and membership shall be at the discretion of the County.

ARTICLE 18. DISCIPLINE AND TERMINATION

18.1 Probationary Periods.

18.1.1 New employees shall serve a probationary period of six (6) months, plus any period of unpaid leave occurring during the probationary period. Employees shall also serve a three (3) month probationary period following promotion, or transfer to a new classification within the same or another department. The probationary period may be extended by mutual agreement of the employee, the Union and the County.

18.1.2 The County may discipline or discharge an employee at any time during an initial probationary period, with or without cause, and such discipline or discharge shall not be subject to appeal. Employees who fail a promotional probationary period shall be returned to their former classification, position and salary step.

18.2 Disciplinary Actions. Regular employees may in good faith be disciplined in the form of an oral warning, written warning, suspension, demotion or discharge for just cause except that oral warnings are not grievable. The County may document oral warnings but such documentation shall not be included in the employee's personnel file. Grievances concerning written warnings may not be processed beyond Step 3, Human Resources Director as the Board's designee for Labor Relations).

18.3 Disciplinary Investigations and Meetings. In disciplinary investigations, an employee shall be afforded all Constitutional rights customarily associated with the Weingarten and Loudermill cases. If an employee is suspended prior to or during an investigation, they shall be in a pay status pending outcome of the investigation and/or disciplinary action. Employees shall be advised of their right to Union representation during any investigatory interview or meeting which could reasonably be expected to lead to disciplinary action. Union representation is not required at non-investigatory meetings such as those conducted to notify the employee of disciplinary action being taken or imposed.

18.4 Personnel Files. Disciplinary materials at the level of a written warning or higher shall be maintained in the official personnel file of the employee. Access to personnel files shall be limited to the employee, his/her authorized representative, officials of the County who have a business need for the access or as required by public records and freedom of information laws at the federal or state level. Employees shall have the right to review their files after providing reasonable advance notice and shall have the right to attach reasonable materials in explanation of or rebuttal to adverse materials. Adverse materials shall not be placed in the personnel file without the knowledge of the employee. Written warnings shall be removed after two (2) years if there are no related problems.

18.5 Voluntary Termination Procedure.

18.5.1 **Resignation.** Any employee desiring to terminate employment with the County in good standing shall present a letter of resignation at least two (2) calendar weeks prior to the effective date of termination. The date of resignation shall be the last day of work and leave payoffs shall be based on balances as of the date of termination. The letter of resignation shall indicate the effective date and the reason for the resignation. Employees

who quit without adequate notice may be ineligible for future employment with the County. The Appointing Authority may waive the two (2) week notification period.

18.5.2 Retirement. Employees who intend to retire should provide a minimum of thirty- (30) days written notice of retirement date.

18.5.3 Abandonment of Position.

18.5.3.1 An employee shall be considered to have resigned via abandonment of his/her position based on any of the following circumstances:

- a. absence for three (3) consecutive days without notice or approval absent extenuating circumstances.
- b. failure to return from a leave of absence following the last day of approved leave after three (3) consecutive days without notice or approval or absent extenuating circumstances.

18.5.3.2 Employees considered to have abandoned their positions will be terminated and the separation will be treated as a resignation without notice. In the event it was not the employee's intention to resign, absence without leave constitutes an adequate basis for discipline and an employee may be involuntarily terminated for action constituting abandonment of the position unless the failure to notify was clearly beyond the employee's control. The appointing authority will send a confirming notice to employees considered to have abandoned their positions.

18.5.3.3 In the event a grievance concerning abandonment is pursued to arbitration, the arbitrator's authority shall be limited to determining whether this Section (18.5.3) was properly applied.

18.6 Indemnification. Clark County shall protect, defend, hold harmless and indemnify for any damages, including court ordered attorney's fees, all covered employees and their respective marital communities against any and all claims or causes of action which arise as a result of alleged acts or errors and omission occurring within the scope of their duties and responsibilities or employment with Clark County. The County may elect not to provide indemnification for acts not undertaken in good faith, acts of misconduct or if the employee fails to fully cooperate with the defense of such action. Legal representation services will be provided by the Prosecuting Attorney's Office or outside counsel at the discretion of the County.

ARTICLE 19. LAYOFF

19.1 The County may layoff an employee based on the elimination of the employee's position due to lack of work, lack of funds, reorganization, elimination of services/functions or other similar reasons. Additionally, employees may be laid off through displacement by an employee through the bumping procedure outlined in this Agreement. Employees who bump downward or accept vacant positions in a lower class shall be considered laid off from their former classification for the purpose of recall rights under this Article. Forced reduction of hours shall also be considered a layoff.

19.2 Alternatives to Layoff. The County will make every reasonable effort to avoid layoff of bargaining unit employees. Such efforts will include meeting with the Union to solicit their input and taking into consideration strategies to create alternatives to prevent or minimize the effects of layoffs. The County will negotiate with the applicable Union to the extent that any alternative to layoff program impacts mandatory subjects of bargaining.

19.3 When the County determines that a layoff is appropriate, it will meet with the Union to implement the layoff consistent with this Article.

19.4 Seniority for Layoff. Seniority for selection of employees for layoff and bumping/reassignment shall be based upon bargaining unit seniority, defined as all continuous service in positions within the bargaining unit since the last date of hire or appointment to a position in the unit. The following additional considerations shall apply as warranted:

19.4.1 In the event of a tie in bargaining unit seniority, seniority shall be prioritized as follows: 1) classification seniority; 2) department seniority; 3) Countywide seniority.

19.4.2 When an entire classification is eliminated and replaced with a new classification (for example, Office Assistant II replacing General Journey), seniority in the former classification shall be added to seniority in the new classification.

19.4.3 Seniority in a homogeneous classification series, e.g., Office Assistant I/II/III/Sr., shall be computed as all time in any of the classifications.

19.4.4 Seniority shall be based upon continuous active service, including time on Workers' Compensation leave and unpaid leaves of absence of fourteen (14) days or less, since the last date of hire or appointment to the position or as otherwise provided by law.

19.4.5 Seniority rights shall not be exercised until completion of the required new hire probationary period for the classification and employees on a promotional probationary period may not bump into other positions in the classification in which they are still on probation.

19.5 Selection and Notice.

19.5.1 The Department shall identify by classification the positions to be eliminated. Within classification, employees shall be selected for layoff based upon seniority within the bargaining unit.

19.5.2 Employees who will be separated from County service shall be provided a minimum of twenty (20) working days notice or pay in lieu of notice (one days pay for each day of notice below twenty), the affected Unions shall be notified concurrent with notice to employees. A minimum of ten (10) working days notice shall be provided to employees who are reassigned to lower classifications. One (1) week minimum notice is required for employees who are transferred or reassigned laterally as a result of layoff. No pay-in-lieu-of-notice is authorized but the transfers, demotions shall be delayed until the required notice period has been met. The County may issue contingent layoff notices to employees whose positions are not being eliminated but who it determines is subject to being bumped by more senior employees.

19.6 Reassignment and Bumping.

19.6.1 Employees facing layoff shall be considered for reassignment in the order below. No step may be utilized unless there are no available positions in the preceding steps except that the steps may be rearranged as necessary to provide a minimum pay reduction. In all cases the employee must be qualified to perform the duties of the position following a reasonable period of orientation and training. In the event there is more than one qualified candidate for a position, such position shall be offered on the basis of seniority. In bumping situations, the employee may bump only into the position occupied by the least senior employee, not any less senior employee. The order of consideration shall be:

- a. Vacant positions in the classification from which the employee is being laid off, first in the department, then in the bargaining unit, then Countywide. Employees who secure other positions in their same classification are not considered laid off and are not eligible for recall.
- b. Vacant positions in former classifications, first in the department, then in the bargaining unit, then Countywide.
- c. Occupied positions in the department held by less senior employees in lateral or lower classifications in which they have formerly served or homogeneous classification series and completed the probationary period.
- d. Bumping across department lines is not permitted, however, employees who have been transferred between Community Development, Community Planning and Public Works because of changes in the organizational structure shall have the right to bump to a classification and department from which they were transferred.

- e. Except as provided below, in both bumping and recall, employees may only be placed in job classifications in which they have previously served unless the classification is part of a homogeneous classification series e.g., Highway Maintenance Worker, Highway Maintenance Specialist. Employees may not bump or be recalled into any classification for which they do not possess all licenses or certifications required by law for service in such classifications.
- f. Employees in certain job classifications may bump selected lower classifications in which the employee has not served but is qualified as provided herein. Where there is more than one such position, the employee may bump only the least senior employee. Employees may bump to non-former classes under this Section from and to the following classifications:

From	To
Senior Office Assistant Office Assistant III Administrative Assistant Planning Technician I, II Executive Assistant	Office Assistant III, II, I
Planner I, II, III	Planning Technician I, II
Senior Deputy Fire Marshal	All lower classification within job family if qualified
Building Inspector/ Combination/ Lead Inspector job family	All lower classifications within job family if qualified
Grounds Maintenance job family	All lower classifications within job family if qualified
Wastewater job family (technicians and operators)	All lower classifications within job family if qualified
Highway Maintenance job family, including technical services analyst	All lower classifications within job family if qualified

19.6.2 If there are no available positions in the steps above the County will make every effort to place surplus employees in other vacant positions for which they are qualified but have no prior service.

19.7 Recall. Employees who are laid off or reassigned in lieu of layoff shall be placed on a recall list in order of seniority for the classification from which they were laid off and any former classifications. The recall period shall be two (2) years for positions in the classification (and department) from which they were laid off and one year for other classifications/departments. Seniority for recall shall be computed the same as seniority for layoff and bumping. The following table summarizes the duration of recall rights:

19.7.1 Laid-off employees will be offered employment in any available vacancy in a classification for which they have recall rights provided they are fully qualified for the position. In the even there are multiple employees eligible for recall within a classification and multiple positions available, Human Resources shall coordinate a

placement process whereby eligible employees are placed in the most suitable positions based on interest, qualifications, and department's needs, provided however that this procedure may not be used to recall a more junior employee in place of a more senior one. The intent of this language is to facilitate voluntary placements within the list of available vacancies and employees who are being recalled. As an alternative to recall, available positions may be filled by promotion, transfer or demotion of current employees with mutual agreement of the department, Human Resources and the Union.

19.7.2 Laid-off employees are eligible for consideration for other positions in the County through the competitive recruitment and selection procedures and shall be allowed to compete as internal candidates for the duration of their recall rights period. Laid-off employees are responsible for making themselves aware of available positions other than those for which they are entitled to recall consideration.

19.8 Recall Procedure. Notice of recall shall be sent to the employee by certified mail at the last address reflected in the employee's official personnel file and the employee must respond within fifteen (15) calendar days of the date of the notice. The County may send out multiple recall notices and recall the most senior employee who responds within the allotted time period. An employee shall be allowed to waive one offer but shall otherwise be removed from the recall list for a classification based upon rejection or failure to respond. The employee shall be responsible for notifying the Human Resources Department of any change in address or telephone number.

19.9 Rights Upon Recall. Employees who are recalled shall be reinstated with all rights formerly attained including accrued sick leave. The seniority date shall be adjusted to reflect the time on layoff but the employee shall otherwise retain all service credit held at the time of layoff. Employees recalled to their former classification shall be appointed to the step and range formerly held and credit toward the next salary anniversary date shall be continued, not including the time on layoff.

19.10 Benefits Continuation. The County shall continue the County's contribution toward the cost of medical and dental insurance through the end of the first calendar month following layoff.

ARTICLE 20. TRAINING PROGRAM

20.1 Purpose. The Training Program is designed to ensure an adequate number of qualified personnel to fill budgeted positions in the covered classifications through promotional opportunities and to fill temporary assignments through WOOC.

20.2 Eligibility. Incumbents in the following classifications are eligible to participate in the Training Program: Road Operation Highway/Ground Maintenance Worker, Road Operation Highway/Ground Maintenance Specialist, Road Operation Heavy Equipment Operator and Road Operation Traffic Control Technician.

20.2.1 Employees may be on multiple back up lists at one time.

20.3 Training Programs. The Training Program shall include the following groups with services or equipment as listed:

20.3.1 **Traffic Control.** Traffic Control Technician classification.

20.3.2 **Heavy Equipment.** Heavy Equipment Operator classification. Operates the following pieces of equipment: Excavators (15,000 lbs. or larger), Motor Graders (10 ft. blade width or larger), Power Brush Cutter, Chip Spreader, Snow Blower, Force Feed Loader, HMA/Cold Mix Paver (Asphalt Crew only).

20.3.3 **Specialist: Asphalt, Bridge, Drainage Crew & Equipment Operation.** Highway Maintenance Specialist classification. Operates the following pieces of equipment: Tandem Axle Truck/Pup Trailer, Combination Sewer Cleaning Truck, Rubber Tired Backhoe, Vacuum Sweeper, Distributor, Lowboy, Roller (10 ton or larger) Roadside Mowers, Wheel Loader (3 yd. bucket or larger), Skid Steer Loader/Milling Attachment, Laser (for grade determination), and Spreader Box.

20.3.4 **Median Maintenance, Water Quality.** Road Operation Grounds Maintenance Specialist classification.

20.3.5 **Pavement Management.** Technical Services Analyst classification.

20.4 Backup Lists. Each group shall have a backup list of qualified personnel. The number of qualified backup personnel will vary depending on group and shall be determined by management based on operational needs.

20.4.1 **Posting & Selection.** Openings for the backup lists of any Training Program shall be posted for five (5) working days. Selection of employees for backup lists shall be made based on bargaining unit seniority.

20.4.2 **Training Opportunities.** Trainees in the Heavy Equipment and Specialist groups will train on at least three (3) activities. If unable to provide adequate amount of trainees for equipment or program, management shall determine what pieces of equipment or programs a trainee must complete based on seniority within the group.

20.4.2.1 Trainees will have an opportunity to sign up for training on specific pieces of equipment/functions based on organizational need and employee preference.

20.4.2.2 Trainees are required to pass any practical and written tests within the required timeframes, as defined in the Training Program requirements. Trainees who pass all tests and meet all training requirements shall be placed on the backup list. Trainees who fail any requirement shall be removed from list and shall be restricted from signing up for the same training program for one posting.

20.4.3 Placement on backup list shall be defined by bargaining unit seniority.

20.4.4 Training Opportunities for Incumbents. Employees currently in a group requesting training on other pieces of equipment within the same group shall notify management of their interest in writing. Requests will be prioritized on employee availability and backup need. Training will be completed as opportunities arise, based on employee safety and operational efficiency.

20.5 Promotional Opportunities. Vacancies for positions within a Training Program group shall be posted for a minimum of five (5) working days.

20.5.1 When a vacancy in any Training Program group becomes available, except Pavement Management, the following formula shall be followed to fill the position:

- a. Senior employee, currently participating or backing up within any group or crew chief position.
- b. If no employees, as listed above, are interested in the vacancy, the position shall then be offered at large.
- c. Vacancies in the Pavement Management group will be filled with a successful candidate of an oral interview from the list of qualified backups.

20.5.2 If the vacancy is filled by an employee who has not completed training on equipment, then that employee must successfully complete training requirements for this particular piece of equipment before he/she shall officially be given the position, provided that if training is not completed within six (6) months the employee will qualify for WOOC until training is completed.

20.6 Work out of Classification. When there is a temporary need to fill a position, management shall use the following priority array. At each step, the choice will be based on efficiency and safe operation.

- a. Look within the existing group at operators **not** operating their assigned pieces of equipment
- b. Look to the backup list where any selection order may be used
- c. Look at all other employees.

20.6.1 The County shall strive to equalize the amount of WOOC each employee on the backup list receives (prorate if employee not on list for full year). Employees shall receive WOOC pay, as defined in Section 11.9, when they are assigned to perform the work independently as an operator (not when in a training mode).

20.7 Seniority. Seniority language in Union contract shall be followed during layoff/bumping procedures. Bargaining unit seniority shall be the determining factor in promotional/overtime opportunities (see below).

20.8 Overtime. Overtime practices shall follow Article 10, except as provided below:

20.8.1 **Scheduled Overtime.** When management or designee has knowledge of the need to schedule work to be performed outside normal working hours one or more days in advance, he/she shall use the following priority order:

- a. Where particular pieces of equipment are needed, assigned operators will be offered the overtime first. If the operator is not available, then fill through the same group using most senior qualified employee, then move to most senior qualified employee on backup list, and finally to other qualified employees within Road Division by seniority. Where equipment needed has multiple operators (tandem axle trucks, rubber-tired backhoes, sweepers, etc.), management will first ask the assigned operator(s) housed in the work sections (Salmon Creek, Mabry, etc.) where the work needs to be performed. The most senior operator shall be asked first, then the next senior operator, then operators from other sections by seniority. Management or designee will then turn to the most senior qualified employee within the group then to most senior qualified employee on the backup list, then most senior qualified employee within the Road Division.
- b. Where no assigned operators are necessary, existing and available full time crew members (employees currently working on project or activity) are selected first, then employees from the closest reporting work site, then full time interested employees based on seniority within the bargaining unit. If management or designee is unable to fill the crew from the existing reporting work site, then interested volunteers will be selected from other work sites, based on seniority within the bargaining unit. Temporary employees will be selected only when all full time employees have declined their option.
- c. Once crews have been established during normal working hours and the decision is made to continue working past normal quitting time, no employee (either full or part-time) on the crew will be replaced by any other employee unless that employee specifically requests not to work overtime.

20.8.2 **Unscheduled Overtime.** In call back or emergency response situations where management or designee has no prior knowledge of the work requirement, he/she shall use the following priority order. Overtime begins once the employee has arrived at the work site or begins operation of a County vehicle when responding to the emergency request.

- a. Management or designee may initially call any qualified employee still at work or on the way home from work.
- b. When specific pieces of equipment are needed, the assigned operator will be called first. When the operator is not available, management or designee will refer to the most senior qualified employee within the pool (based on operational efficiency/safety), then will turn to the most senior qualified employee on the backup list, and finally to the most senior qualified Road Division employee. Where multiple equipment/operators are involved management or designee will look first to operator(s) located at the same section (Salmon Creek, Washougal, asphalt crew, etc.) where the work is to be performed. If no one is available, then a decision will be made based on operational efficiency and equity.
- c. When assigned pieces of equipment are not required, the Crew Chief will select employee(s) with the least amount of overtime hours worked/offered if available, then look to operational efficiency in selection process.

20.9 Timeliness. In order to achieve an adequate amount of backups, employees shall be trained within twelve (12) months for each equipment item or crew (eighteen [18] months within the Traffic Control group). At the end of the training, the trainee shall be given written, diagnostic and/or practical tests on the areas and/or equipment for which they received training. Trainees may request testing earlier if they feel they are prepared. If management does not provide training within the above timeframes, the trainee will be deemed qualified within the group.

20.10 Testing Procedures/Guidelines. A committee of employees (made up of at least one current operator or crew chief, one union steward chosen by the Local Executive Board and at least one manager) shall develop or alter training and testing procedures as needed. Areas for consideration include determining checklists of the practical requirements each trainer follows, written exam criteria and passing grade requirements, developing practical tests that result in achievable, fair and measurable results, etc.

20.11 Implementation. Upon implementation of this Training Program, incumbents will retain current assignments and will only receive additional training at the employee's request. Also, during this initial assignment onto the backup lists, employees may waive training requirements for equipment on which they have already become qualified.

20.12 Commercial Drivers License. All employees in applicable positions are required to have a valid Commercial Driver's License (CDL) with a class 'B' endorsement at the time of hire with the County. Additionally these employees will be given five (5) months time from hire to obtain a class 'A' CDL with an 'N' tanker endorsement. In addition to above, Traffic Control Technician trainees will also be required to obtain a Hazardous Material (HazMat) 'H' endorsement within five (5) months of qualifying.

20.12.1 All employees required to maintain a CDL shall be subject to all rules and regulations issued by the federal and state government including requirements for drug and alcohol testing.

20.12.2 Existing employees including Traffic Control Technicians with only a class 'B' CDL will be required to obtain a class 'A' CDL with an "N" tanker endorsement within five (5) months of the ratification of this contract. Existing Traffic Control Technicians will also be required to obtain a Hazardous Material (HazMat) 'H' endorsement within five (5) months of the ratification of this contract. The following conditions apply.

- a. Employee is classified as a Highway Maintenance Specialist or above;
- b. Employee is participating in the Training Program as outlined in Article 20.

20.12.3 The County will provide:

- a. An opportunity for each employee to develop the skill required to obtain the required license and relevant endorsements.
- b. Reimbursement for fees to obtain the license and endorsements, provided that if the employee incurs additional charges because he or she fails any part of the exam, those charges shall be the employee's responsibility.
- c. The required medical/physical examination by a physician of the County's choice on county time if pre-arranged with supervision.
- d. Use of a County vehicle to take the practical/driving portion of the examination, on County time, provided that the County may require that the employee demonstrate proficiency in operating the vehicle in a trainee capacity before allowing the employee to use the vehicle in the driving test.

20.12.4 The County will make a reasonable effort to reassign an employee who loses his/her CDL for up to 90 days to a position that does not require a CDL if such work is available. The employee's pay may be adjusted to the new corresponding job duties. If the county is unable to provide such work and/or the employee has also lost his/her drivers license, the employee shall be removed from the performance of their job and placed in a non-pay status. They may substitute any available vacation, floating holiday, or compensatory time for the non-pay status.

ARTICLE 21. SUBSTANCE ABUSE FREE WORKPLACE

21.1 Statement of Principle. The County and the Union, in keeping with the provisions of the Drug-Free Workplaces Act of 1988, the Federal Highway Administration (FHWA) and the Department of Transportation (DOT) are committed to providing and maintaining a substance abuse-free working environment for the safety, physical and mental health of all employees and the public whom we serve.

Any unlawful manufacture, distribution, dispensation, possession, use or working under the influence of an illegal drug or controlled substance in or on any County facility, vehicle or while on County business is strictly prohibited. Consumption of alcohol is prohibited for employees while on duty (including any breaks, lunches, etc.) or while in a designated "on-call" status or two (2) hours following an accident or incident (unless a breath alcohol test has already been performed).

The County has established a drug awareness program which includes, but is not limited to, the following confidential employee services:

1. Drug counseling and rehabilitation available through the County's medical insurance plans
2. Employee Assistance Program (EAP) that may assist in counseling employees with substance/alcohol abuse problems
3. Clark County Department of Community Services: Alcohol and Drug Services Program

Any employee found to be in violation of the County's Substance Abuse Free Workplace Policy will be subject to a requirement to participate satisfactorily in an abuse assistance or rehabilitation program approved for such purposes by a federal, state, local health, or appropriate agency approved by Clark County, and/or appropriate disciplinary action up to and including termination.

21.2 Covered Classifications. All classifications within the Union's bargaining unit are covered by this Article.

21.3 Drug or Alcohol Tests Required.

21.3.1 Post Incident. To be conducted after accidents and/or incidents involving an employee and/or equipment and/or facility. An accident is defined as an incident where the employee's performance could have contributed to the accident and/or may result in a citation for a moving traffic violation and/or results in an injury to the employee or third party requiring medical attention beyond first aid and/or results in significant property damage to county or private party property. Post incident testing shall take place as soon as practicable, but no later than within two (2) hours following the accident or incident for alcohol and within thirty-two (32) hours of the accident or incident for drugs. An employee subject to such testing is expected to remain readily available to undergo the tests.

However, this should not be construed to require the delay of necessary medical attention for injuries or to prohibit an employee from leaving the scene of an accident or incident if necessary to obtain assistance to respond to the accident or incident or to obtain emergency medical care. In all circumstances the employee will be transported to the testing site. An employee waiting to be tested will remain in paid status from the time of the accident/incident until testing is completed.

Employees who test negative will be transported back to the duty station and remain on paid status for the completion of the shift or if normal work hours are exceeded, until leaving the normal place of work. Employees whose tests are not immediately available will be transported from the test site to their residence via a local cab company at the County's expense. Employees, who leave the scene of an accident or incident inappropriately, will be considered to have refused to test and will be subject to corrective disciplinary action up to and including termination.

21.3.2 Reasonable Suspicion. Conducted when a supervisor observes specific indicators characteristic of prohibited drug or alcohol use is present in the employee's appearance, behavior, speech or body. The supervisor will request another supervisor's opinion (both supervisors must agree) prior to requesting an employee to take a reasonable suspicion drug/alcohol test. At this time, the employee shall be informed of the right to Union representation. This will not be construed as an opportunity for an employee to delay testing. Employees may not operate County motor vehicles or equipment after being notified that a reasonable suspicion test is warranted. Additionally, employees believed to be under the influence or impaired for any reason shall be transported to the testing site. Following the testing, the employee will be transported home via a local cab company, at the County's expense, or provided the opportunity to contact a non-duty-employee or non employee for a ride. The employee will be informed that the law enforcement authorities shall be notified of his/her vehicle license number if the employee insists on driving. In no case will a supervisor or other on-duty employee transport the employee.

21.3.3 Random Testing. Employees required to have a Commercial Drivers License (CDL) will be selected for testing on an unannounced, random basis throughout the year and may be selected for either drug testing alone or both drug and alcohol testing. Selection will be done via a computer based random number generator and will be made at the rate of fifty percent (50%) of covered employees for drug testing and ten percent (10%) of covered employees for alcohol testing. Every employee will have an equal chance of being selected every time a selection is made. Employees will be notified of their selection during their shift and will be expected to submit at that time to the drug/alcohol testing. Employees need not be escorted by supervisors to the testing site.

21.3.4 Refusal to Test. Refusing or failing to submit an adequate specimen for drug or alcohol testing or specimen tampering during specimen collection, as defined by the Medical Review Officer (MRO), will be treated as if the employee has tested positive. The employee will be evaluated by a Substance Abuse Professional (SAP) or Chemical Dependency Professional (CDP) and will be subject to discipline up to and including immediate termination.

21.3.5 Refusal to submit to a test includes:

- Refusal to take a drug or alcohol test
- Tampering with or attempting to adulterate the specimen or collection procedure
- Not reporting to the collection site in the time allotted, or
- Leaving the scene of an accident without a valid reason before testing.

21.3.6 Providing False Information. Any employee providing false information will be treated as if they have tested positive, be evaluated by a SAP or CDP, and will be subject to discipline up to and including immediate termination.

21.4 Drug/Alcohol Testing Processes. Drug and alcohol testing shall be conducted in strict accordance with federal regulations to ensure accuracy, reliability, and confidentiality. Testing records and results will be released only to those authorized by the federal drug and alcohol testing rules to receive such information. Clark County will make every appropriate effort to protect the employee's privacy and dignity during the sample collection, testing and notification process.

21.4.1 Drug Testing. Specimen collection for drug testing will conform to controlled certified laboratory standards to maintain documented chain of custody and assure sample reliability. Testing for drugs will be conducted either at the MRO's office during normal business hours or at Southwest Washington Medical Center or Legacy Salmon Creek Hospital outside of normal business hours. The specific procedure used for testing is as follows:

- The collection site personnel will obtain the appropriate urine custody and control forms and inspect the collection room.
- The donor will be asked to present picture identification to the collection site person.
- The donor will check belongings and remove unnecessary outer garments.
- Donor will wash hands, take the collection cup and enter the privacy enclosure to collect at least forty-five (45) milliliters of specimen unobserved.
- The collection site person records the temperature of the specimen.
- The specimen will be split into two bottles.

- Both bottles will be labeled and sealed in front of the donor.
- The custody control form will be completed, transferring custody from the donor to the collection site person.
- The split specimen will be placed in secure storage until shipped for analysis.

The integrity of the testing process is ensured through a variety of methods. The collection site is secured when not in use, access to the site is restricted during specimen collection, water sources are controlled to discourage specimen adulteration, trained site collection personnel carefully follow prescribed procedures, specimens are labeled and sealed in front of the donor, chain of custody forms are used, specimens are left in locked storage, and the laboratories used for analysis must meet strict standards to be certified by the National Institute to Drug Abuse (N.I.D.A).

The initial drug screen shall use the Immunoassay (EMIT) process and the confirmatory test will be by gas chromatography/mass spectrometry. The drug testing results will be reviewed and positive tests interpreted by the MRO. The following tests and positive test levels shall be used:

	<u>Initial</u>	<u>Confirmation</u>
Marijuana and metabolites	50 ng/ml	15 ng/ml
Cocaine and metabolites	300 ng/ml	150 ng/ml
Amphetamines and metabolites	1000 ng/ml	500 ng/ml
Opiates	300 ng/ml	300 ng/ml
PCP (Phencyclidine)	25 ng/ml	25 ng/ml

21.4.2 Alcohol Testing. The alcohol test will be performed using an **Evidential Breath Testing (EBT)** device that is approved by the **National Highway Traffic Safety Administration (NHTSA)** and administered by a trained **Breath Alcohol Technician (BAT)**.

The alcohol testing process will consist of the following steps:

- Upon arrival, the employee will be shown to the testing site. The site will afford the employee privacy during the process.
- The employee will provide picture identification to the BAT for inspection.
- The BAT will explain the test process and will, with the employee, complete the Alcohol Testing Form.
- The BAT will open a sealed disposable mouthpiece in view of the employee and attach it to the EBT device for a screening test.
- The employee will blow forcefully into the mouthpiece and be shown the result.

- If the test result is less than .04 the test will be recorded as negative.
- If the initial test indicates an alcohol concentration of .04 or greater, a second confirmatory test will be conducted at least 15 minutes, but not more than 20 minutes, after the initial test.
- Before the confirmatory test is conducted, the BAT shall conduct an airblank test which must read 0.00 to proceed.
- The confirmatory test will be conducted using the same screening procedures as the screening test with the exception of the post-test airblank.
- If the test results are not identical, the result of the confirmatory test is considered to be the final result.

The integrity of the alcohol testing process is ensured through the external calibration checks required on the EBT device, the security of the testing site and EBT device, and the strict testing procedures required to produce a valid test.

21.5 Positive Test Results.

21.5.1 An employee who tested .04 or greater for alcohol or fails to pass a drug test will be removed from the performance of his/her job, and evaluated by a substance abuse professional. An employee may substitute any available vacation, floating holiday or comp time for the non-pay status.

21.5.2 CDL only - Employees submitting a breath alcohol test .02 or greater but less than .04 will be removed from duty for a minimum of eight (8) hours. The County will offer the employee a ride home via a local cab company, at the County's expense, or the opportunity to contact a non-employee for a ride. The employee will be informed that law enforcement authorities shall be notified of his/her vehicle license number if the employee insists on driving home. A supervisor shall not take the employee home during work hours. Employees at this stage would be placed in a non-pay status. However, an employee may substitute accrued vacation, floating holiday or any comp time if available.

21.5.3 An employee who tests positive for illegal drugs or controlled substances will be removed from the performance of his/her job, and evaluated by a Substance Abuse Professional (SAP) or Chemical Dependency Professional (CDP).

21.3.4 An employee who tests positive for drugs shall have the right to challenge the accuracy of the test results. The employee may request that the original sample be analyzed again. Such request must be made within 72 hours of when the MRO made the employee aware of the original test results.

21.6 Pay Status.

21.6.1 If an employee is removed from his/her job prior to or during an investigation, they shall be in a pay status pending outcome of the investigation and/or disciplinary action. Employees shall be advised of their right to union representation during any investigatory interview or meeting which could reasonably be expected to lead to disciplinary action.

21.6.2 Employees who have satisfied any disciplinary action and who are in a recognized treatment program for a drug or alcohol problem may use available sick leave, floating holiday, accrued vacation or comp time for counseling and treatment.

21.7 Return to Duty and Follow-up Testing.

21.7.1 An employee who tests positive for an illegal drug, controlled substance and/or alcohol will generally be allowed to return to duty following compliance with all treatment recommendations of the SAP or CDP. Employees who test positive a second time for an illegal drug, controlled substance or alcohol or who fail to comply with treatment requirements (as determined by the SAP or CDP) are subject to immediate termination.

21.7.2 Follow up testing will be conducted when an individual who has violated the prohibited substance abuse conduct standards returns to work. Follow-up tests are unannounced and will be conducted as recommended by the SAP or CDP. Employees testing positive during the follow-up testing period are subject to discipline up to and including immediate termination.

21.8 Employee Rights and Responsibilities.

21.8.1 The County will keep confidential all testing results.

If at any point the results of the testing procedures specified in Section (Drug & Alcohol Testing Process) of this Article are negative, all further testing shall be discontinued. The employee will be provided a copy of the results, and all other copies of the results (including the original) will be maintained in the Human Resources Department.
Sentence

21.8.2 Prior to participating in the mandatory testing process, employees who voluntarily seek assistance concerning a drug or alcohol problem shall not be disciplined by the employer and will be immediately referred to the County's EAP. Employees may use available sick leave, floating holiday, accrued vacation or comp time for counseling and treatment.

21.8.3 An employee not designated "on-call" and requested to report to work shall inform their supervisor of any inability to work due to the consumption of alcohol or drugs which may impair the employee's ability to safely perform his/her job. Under this

Section, an employee will not be subject to discipline for advising the employee's supervisor of his/her inability to work.

21.8.4 All employees who must use a prescription drug that causes or results in adverse side effects (e.g., drowsiness or impaired reflexes or reaction time) shall inform their supervisor that they are taking such medication according to the advice of a physician. Employees are not required to notify their supervisor of the name of the medication, only that they are taking a medication that causes adverse side effects. If the prescription drug use could cause productivity or safety problems, a supervisor may grant the employee sick leave or temporarily assign the employee different duties, if available.

21.8.5 Employees are required, in compliance with this Substance Abuse Free Workplace Policy, to notify the County of any criminal statute conviction for a substance abuse related violation occurring in the workplace no later than five (5) working days after such conviction.

21.9 Education and Training.

21.9.1 All supervisors and first level managers will be required to attend a training course which will cover this policy, the effects of illegal drugs, controlled substances and/or alcohol abuse in the workplace, behavioral symptoms of being under the influence of drugs and alcohol, and rehabilitation services available. Union shop stewards will be invited to attend the above training. Employees attending the training will be on paid status. Refresher courses will be offered periodically and will also be on paid status.

21.9.2 All employees will receive a copy of this Section whenever requested, informational materials about the effects of controlled substances/alcohol in the workplace and rehabilitation services available.

21.10 Record Retention.

21.10.1 The drug and alcohol records will be maintained in the Human Resources department in a secure location with controlled access, in accordance with HIPAA guidelines. The following records shall be maintained for five (5) years:

- Records of alcohol test results indicating an alcohol concentration of .04 (.02 for CDL only) or greater.
- Records of verified positive drug test results.
- Documentation of refusal to take a required alcohol/drug tests.
- Drug and Alcohol related evaluations and referrals.

21.10.2 Records of negative and canceled drug tests and alcohol test results with a concentration of less than .04 shall be expunged immediately unless following a valid positive test and in that case subject to the same retention as the positive test. CDL only -

Records of negative and canceled drug tests and alcohol test results with a concentration of less than .02 shall be maintained for a minimum of one year.

21.10.3 The County shall provide copies of these records to other employers when former County employees have applied for employment with those employers and have written and signed a release form authorizing the County to release such information.

21.11 Laws and Regulations. Should the federal or state government requirements change, the parties agree to negotiate the impact of the change on mandatory subjects of bargaining.

ARTICLE 22. GRIEVANCE PROCEDURE

22.1 Purpose and Scope.

22.1.1 The purpose of this Grievance Procedure is to establish effective machinery for the fair, expeditious and orderly adjustment of grievances. Only matters involving the interpretation, application, enforcement or alleged violation of an express provision of this Agreement and appendices shall constitute a grievance.

22.1.2 The parties agree that every effort should be made to resolve grievances informally with the first level supervisor or others, as appropriate, and to settle grievances at the lowest possible level. The grievant and/or the Union and the appropriate County representative shall meet, if necessary, to attempt to resolve the grievance at any step.

22.1.3 A grievance may move to any level in the grievance procedure by written mutual agreement of the parties.

22.2 Filing and Processing Requirements. A grievance may be brought under this procedure by one or more aggrieved employees, with or without a Union representative, or by the Union as a class grievance (hereafter described as "the grievant"). No grievance shall be processed beyond Step 3 without Union concurrence and representation.

22.2.1 Disciplinary grievances shall be initially submitted at Step 2. Grievances concerning written warnings may not be processed beyond Step 3.

22.2.2 Class or class action grievances of bargaining unit wide application shall be initially submitted at Step 3. Class grievances are those which would potentially have application across departmental lines and/or apply to a large number of employees covered by this Agreement, for example, interpretation of overtime work periods.

22.2.3 A written grievance shall be signed and dated and indicate the step at which is being filed. Grievances not meeting the requirements of this Section shall not be considered officially filed or may not be moved to the next step until the missing information is provided, as applicable. Written grievances and responses shall address, at a minimum, the following points:

- a. The statement of the grievance/response and the facts upon which it is based;
- b. A statement of the specific provision(s) of the Agreement that is (are) the basis of the grievance/response;
- c. The manner in which the provision is purported to have been violated, misapplied or misinterpreted (or in which the provision supports the response);
- d. The date or dates on which the alleged violation, misinterpretation or misapplication occurred; and

- e. The specific remedy sought or offered.

22.3 Timelines.

22.3.1 When computing deadlines under this Article, the day which triggers the deadline (contract violation, receipt of grievance, etc.) shall not be included. "Working days" means Monday through Friday, excluding holidays. Filing and response time limits shall be met by mailing, delivery or facsimile transmission. Receipt shall be considered to be the date of actual receipt. The time limits prescribed herein may be waived or extended by mutual agreement, in writing, by the aggrieved employee, or the Union in a class grievance, and the appropriate County representative at each step.

22.3.2 A grievance not brought within the time limit prescribed for every step shall be considered settled on the basis of the last decision received by the grievant or the Union. A grievance or complaint not responded to by the County representative may be moved to the next step in the procedure.

22.4 Steps.

22.4.1 **Step 1.** If unable to resolve the grievance informally with the immediate supervisor, the grievant shall present the grievance in writing to his/her immediate manager (defined as the first level of management not included in the bargaining unit or as otherwise designated by the department head or elected official). The grievance must be filed within ten (10) working days of the occurrence of the grievance or the date the grievant knew or should have known of its occurrence or the date of conclusion of informal resolution attempts. Copies of the grievance shall be filed with the department head or elected official and Human Resources. The immediate manager must respond in writing within ten (10) working days.

22.4.2 **Step 2.** If the grievance is not resolved at Step 1, the aggrieved employee or the Union shall submit the written grievance to the department head or elected official within ten (10) working days, following the manager's response. The department head or elected official shall respond in writing to this grievance within ten (10) working days.

22.4.3 **Step 3.** If the grievance is not resolved at Step 2, the employee or Union shall submit the written grievance to the Human Resources Director as the Board's designee for Labor Relations within ten (10) working days of receipt of the department head or elected official's response. The Human Resources Director shall respond in writing to this grievance within ten (10) working days.

22.4.4 **Step 4.** If the grievance has not been resolved, the Union may refer the dispute to final and binding arbitration. The Union shall notify the County in writing, of submission to arbitration within ten (10) working days after receipt of the County's written response in Step 3 above.

22.4.5 The above steps shall include meetings between the parties at the request of either party to facilitate resolution of the grievance.

22.5 The Union shall request a list of seven (7) qualified neutrals from Oregon or Washington (or as many as are available) from the Federal Mediation and Conciliation Service (FMCS). Each party shall have the right to reject one panel in its entirety and request that a new panel be submitted. Within ten (10) working days after receipt of the list, the parties shall alternately strike the names on the list, and the remaining name shall be the arbitrator. The first strike shall be made by the Union. As an alternative to requesting lists and striking names, the Union and County may agree to use the services of a particular arbitrator.

22.6 The arbitrator shall have the power to issue and enforce subpoenas in accordance with Chapter 7.04 RCW. The arbitrator shall not have the power to add to, subtract from, or modify the provisions of this Agreement in arriving at a decision of the issue or issues presented, and shall confine his/her decision solely to the interpretation, application, or enforcement of this Agreement. The arbitrator shall confine him/herself to the issues submitted for arbitration, and shall have no authority to determine any other issues not so submitted to him/her. The decision of the arbitrator shall be submitted within thirty (30) days and shall be final and binding upon the employees, Union and County. The arbitrator's decision shall be in writing and within the scope and terms of this Agreement.

22.7 Each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim transcript of the proceedings, it shall pay the costs of the court reporter and of the arbitrator's copy of the transcript. Should both parties desire a copy of the transcript, they shall share the costs of the court reporter and of the arbitrator's copy of the transcript. The losing party shall bear the fees and expenses of the arbitrator.

22.8 It is agreed that the grievance procedure is intended to be the exclusive remedy for resolving contractual disputes that may arise out of the interpretation or application of this collective bargaining agreement, and that taking an issue to arbitration shall constitute a waiver of the right of the Union to litigate the subject matter in any other forum. However, this Agreement shall not constitute a waiver of the right to the individual employee to litigate the subject matter in any other form.

22.9 Mediation-Arbitration (Med-Arb). As an alternative or supplement to the grievance procedure, or for such other purposes as the parties may mutually determine, the parties may invoke a mediation-arbitration process to resolve grievances or other issues between them as provided herein. As contemplated by this Section, mediation-arbitration involves the use of a third party, first to serve as a mediator, using contemporary mediation techniques, then, if that process fails to achieve a resolution, to arbitrate or direct a solution which shall be binding on both parties. A decision to utilize med-arb shall be voluntary by both parties and subject to the following understandings:

22.9.1 The mediator-arbitrator shall be a mutually acceptable PERC staff representative, or in the alternative, the parties may share equally the cost of employing a fee-basis mediator-arbitrator. The parties may choose to strike names from a list, employ a standing panel or select on a case-by-case basis.

22.9.2 If the parties agree to enter into mediation-arbitration, the mediator shall first attempt to assist the parties in achieving a voluntary resolution. If none can be achieved,

the mediator-arbitrator shall be empowered to fashion a remedy or resolution which shall be binding upon both parties.

22.9.3 If the mediation process fails to produce a settlement, it is envisioned that the arbitrator will issue a “bench decision,” based on his/her understanding of the positions of the parties gained through the mediation step and a formal hearing with exhibits, testimony, briefs, evidence, etc. is not expected to be necessary or required.

ARTICLE 23. DEFINITIONS

Absence without Leave - Absence without notification or approval.

Demotion - Appointment of an employee to a job classification with a lower maximum top step salary.

Emergency – An emergency is defined as a natural event or unexpected circumstance which necessitates the Employer to change schedules on short notice to address essential operational or service needs on an immediate basis.

Full Time or Full Time Employee - A normal work schedule of forty- (40) hours per week on a continuing basis.

Higher Classification - A classification with a higher maximum base wage rate.

Lateral Classification - A classification with an identical maximum base wage rate.

Lateral Transfer - Appointment to a position in a lateral classification or transfer to a position in the same classification but a different department.

Lower Classification - A classification with a lower maximum base wage rate.

Part-time - A normal work schedule of fewer than forty- (40) hours per week.

Position change or reassignment – Reassignment of an employee between positions within the same classification and department.

Probationary Periods - New employees shall serve a probationary period of six (6) months, plus any period of unpaid leave occurring during the probationary period. Employees shall also serve a three (3) month probationary period following promotion, or transfer to a new classification within the same or another department. The probationary period may be extended by mutual agreement of the employee, the Union and the County.

Promotion - Appointment of an employee to a position in a higher classification with a higher maximum top step of base wage rate or to a higher level within an alternately staffed classification.

Realignment - An adjustment to the salary range of an entire classification.

Recall - The reappointment of a laid off employee from a recall list following layoff or the offering of a position through the recall procedure.

Reclassification - A change of a regular budgeted position from one job classification to another (including new classifications) and/or the resulting action on the incumbent employee. (As distinguished from promotion when an employee promotes from one existing position to another existing position).

- a. Reclassification of a job may be appropriate when the duties, responsibilities, scope of work and other job factors change to such an extent that the classification to which it had been assigned no longer adequately describes the work. Changes to a job not warranting a reclassification include increased volume of the same level work, duties not previously assigned but within the same classification, enhanced technological tools to perform current duties, or longevity.
- b. Changes to jobs which may necessitate changes in classification can occur instantly, such as when there is a planned reorganization within a work unit or department or over time from gradual changes in the scope of duties or authority of a position.

Reemployment - The rehire of a regular employee after more than one year of separation or to a classification other than that from which the employee terminated. Employees may only be reemployed by applying through normal competitive selection processes however employees who return to county employment within two years of separation shall be entitled to bridge their service for vacation accrual purposes only.

Reinstatement - The rehire of an employee in his/her former classification pursuant to Section 8.4.10 of this Agreement within one year of termination.

Regular Employee - An employee who is in a regular budgeted position.

Salary - The employee's rate of pay, whether expressed as an hourly or monthly figure. (See Article 11 for computation and discussion of hourly versus salaried treatment).

Salary Anniversary Date or Review Date - The date as specified by this Agreement upon which an employee is eligible for a step increase within his/her range.

Service and Seniority - An employee's length of continuous employment with the County since his/her most recent date of hire as a full-time or part-time employee in a regular budgeted position. Seniority may be defined based on time in the County, Department, bargaining unit or job classification as provided by this Agreement.

Vacant and Available Positions - Those regular and funded positions which management has determined will be filled.

ARTICLE 24. SCOPE AND DURATION

24.1 Entire Agreement. This Agreement and its appendices constitute the entire agreement between the parties and concludes collective bargaining for its term subject only to a desire by both parties to mutually agree to amend or supplement at any time. The County and the Union hereby voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject matter referred to or covered by this Agreement. With respect to subjects not covered by this Agreement, the parties agree that the County may temporarily implement changes pending the outcome of any bargaining required by RCW 41.56.

24.2 Savings Clause. Should any article, section, or portion thereof, of this Agreement be held unlawful and unenforceable, such decision shall apply only to the specific article, section, or portion thereof directly affected. The parties agree to immediately negotiate a substitute, if possible, for the invalidated article, section or portion thereof. All other portions of this Agreement, and the Agreement as a whole, shall continue without interruption for the term hereof.

24.3 Duration and Renewal. The parties agree that all provisions of this Agreement and its appendices shall be effective on the first day of the second month following signing except for those provisions which have a specific effective date in the Agreement. It shall remain in full force and effect through the 30th day of June 2009.

APPROVAL

This Agreement is entered into between Clark County and the Washington State Council of County and City Employees, Council 2, AFSCME, AFL-CIO, Local 307, was formally signed and approved on the _____ day of January, 2007.

BOARD OF CLARK COUNTY COMMISSIONERS

Steve Stuart, Chair

FOR THE COUNTY

FOR LOCAL 307, WASHINGTON STATE
COUNCIL OF COUNTY AND CITY EMPLOYEES

Francine M. Reis, Human Resources Director**Joe Devlaeminck, WSCCCE Council 2**

Keith Larson, Human Resources Manager

Donna Goddard, Local 307 President

**Bill Bjerke, Public Works
Operations Superintendent**

Teresa Guise, Local 307

**Kathi Curtis, Community Development
Employee Relations Manager**

Kent MacDonald, Local 307

**Peggy Muhly, Public Works
Employee Relations Manager**

Mark Persinger, Local 307

**Charley Masco, Public Works
Operations Manager**

EXHIBIT A

PW, CP and DCD - Local 307			Hourly Rates					
Effective January 1, 2007 – 3.4% Increase								
Table	Rg.	Title	Step 1	2	3	4	5	6
PS	101	Custodian	14.69	15.21	15.80	16.36	16.96	
PS	104	Grounds Maintenance Worker	16.36	16.96	17.61	18.25	18.96	
PS	104	Highway Maintenance Worker	16.36	16.96	17.61	18.25	18.96	
PS	106	Grounds Maintenance Specialist	17.61	18.25	18.96	19.73	20.54	
PS	106	Permit Technician, Asst.	17.61	18.25	18.96	19.73	20.54	
PS	106	Wastewater Maintenance Tech I	17.61	18.25	18.96	19.73	20.54	
PS	106	Wastewater Operator I	17.61	18.25	18.96	19.73	20.54	
PS	107	Planning Technician I	18.25	18.96	19.73	20.54	21.35	
PS	108	Parks & Vegetation Specialist	19.73	20.54	21.35	22.18	23.10	
PS	108	Permit Technician	19.73	20.54	21.35	22.18	23.10	
PS	109	Planning Technician II	20.54	21.35	22.18	23.10	24.03	
PS	110	Building Inspector	21.35	22.18	23.10	24.03	25.04	
PS	110	Permit Technician, Lead	21.35	22.18	23.10	24.03	25.04	
PS	110	Plumbing Inspector	21.35	22.18	23.10	24.03	25.04	
PS	110	Wastewater Operator II	21.35	22.18	23.10	24.03	25.04	
PS	111	Natural Resources Spec I	22.18	23.10	24.03	25.04	26.14	
PS	111	Planner I	22.18	23.10	24.03	25.04	26.14	
PS	111	Technical Services Analyst	22.18	23.10	24.03	25.04	26.14	
PS	111	Wastewater Maintenance Tech II	22.18	23.10	24.03	25.04	26.14	
PS	111	Wastewater Operator III	22.18	23.10	24.03	25.04	26.14	
PS	112	Code Enforcement Officer	23.10	24.03	25.04	26.14	27.24	
PS	112	Combination Inspector I	23.10	24.03	25.04	26.14	27.24	
PS	112	Industrial Electrician	23.10	24.03	25.04	26.14	27.24	
PS	112	Laboratory Analyst	23.10	24.03	25.04	26.14	27.24	
PS	112	Solids Program Coordinator	23.10	24.03	25.04	26.14	27.24	
PS	113	Combination Inspector II	24.03	25.04	26.14	27.24	28.39	
PS	113	Natural Resources Spec II	24.03	25.04	26.14	27.24	28.39	

Table	Rg.	Title	Step 1	2	3	4	5	6
PS	113	Planner II	24.03	25.04	26.14	27.24	28.39	
PS	113	Planner, Water Quality	24.03	25.04	26.14	27.24	28.39	
PS	113	Wastewater Maint Leadworker	24.03	25.04	26.14	27.24	28.39	
PS	113	Wastewater Operations Ldwrkr	24.03	25.04	26.14	27.24	28.39	
PS	115	Combination Inspector, Lead	26.14	27.24	28.39	29.52	30.69	
PS	117	Natural Resources Spec III	28.39	29.52	30.69	32.24	33.85	
PS	117	Planner III	28.39	29.52	30.69	32.24	33.85	
PS	120	Highway Maintenance Specialist	18.15	18.81	19.54	20.30	21.15	
PS	121	Heavy Equipment Operator	18.81	19.54	20.30	21.15	21.99	
PS	121	Traffic Control Technician	18.81	19.54	20.30	21.15	21.99	
PS	131	Grounds Maintenance Crew Chief	23.01	23.93	24.85	25.87	26.92	
PS	131	Highway Maint. Crew Chief	23.01	23.93	24.85	25.87	26.92	
PS	150	Dept Info Systems Coord I	19.22	20.16	21.17	22.22	23.34	24.51
PS	150	Dept Web / Publications Coord	19.22	20.16	21.17	22.22	23.34	24.51
PS	156	Dept Info Systems Coord II	25.77	27.01	28.38	29.81	31.29	32.86
PS	200	Fire Inspector I	24.91	25.95	27.02	28.16	29.31	
PS	202	Fire Inspector II	27.02	28.16	29.31	30.55	31.82	
PS	300	Deputy Fire Marshal	28.84	30.05	31.29	32.58	33.95	
PS	301	Deputy Fire Marshal, Sr.	30.05	31.29	32.58	33.95	35.36	
PS	50A	Office Aide	8.47	8.90	9.33	9.77	10.27	10.79
PS	500	Office Assistant I	11.90	12.49	13.13	13.79	14.48	15.20
PS	503	Office Assistant II	13.79	14.48	15.20	15.96	16.73	17.60
PS	504	Inventory Specialist	14.48	15.20	15.96	16.73	17.60	18.46
PS	505	Executive Assistant	15.20	15.96	16.73	17.60	18.46	19.41
PS	505	Office Assistant III	15.20	15.96	16.73	17.60	18.46	19.41
PS	507	Administrative Assistant	16.73	17.60	18.46	19.41	20.37	21.39
PS	507	Office Assistant, Senior	16.73	17.60	18.46	19.41	20.37	21.39
PS	508	Program Assistant	17.60	18.46	19.41	20.37	21.39	22.47
PS	510	Office Supervisor	19.41	20.37	21.39	22.47	23.59	24.76
PS	752	Custodial Aide	9.22	9.69	10.17	10.69	11.22	11.78

PW, CP and DCD - Local 307				Hourly Rates				
Effective January 1, 2008 – 3.25% Increase								
Table	Rg.	Title	Step 1	2	3	4	5	6
PS	101	Custodian	15.17	15.70	16.31	16.89	17.51	
PS	104	Grounds Maintenance Worker	16.89	17.51	18.18	18.84	19.58	
PS	104	Highway Maintenance Worker	16.89	17.51	18.18	18.84	19.58	
PS	106	Grounds Maintenance Specialist	18.18	18.84	19.58	20.37	21.21	
PS	106	Permit Technician, Asst.	18.18	18.84	19.58	20.37	21.21	
PS	106	Wastewater Maintenance Tech I	18.18	18.84	19.58	20.37	21.21	
PS	106	Wastewater Operator I	18.18	18.84	19.58	20.37	21.21	
PS	107	Planning Technician I	18.84	19.58	20.37	21.21	22.04	
PS	108	Parks & Vegetation Specialist	20.37	21.21	22.04	22.90	23.85	
PS	108	Permit Technician	20.37	21.21	22.04	22.90	23.85	
PS	109	Planning Technician II	21.21	22.04	22.90	23.85	24.81	
PS	110	Building Inspector	22.04	22.90	23.85	24.81	25.85	
PS	110	Permit Technician, Lead	22.04	22.90	23.85	24.81	25.85	
PS	110	Plumbing Inspector	22.04	22.90	23.85	24.81	25.85	
PS	110	Wastewater Operator II	22.04	22.90	23.85	24.81	25.85	
PS	111	Natural Resources Spec I	22.90	23.85	24.81	25.85	26.99	
PS	111	Planner I	22.90	23.85	24.81	25.85	26.99	
PS	111	Technical Services Analyst	22.90	23.85	24.81	25.85	26.99	
PS	111	Wastewater Maintenance Tech II	22.90	23.85	24.81	25.85	26.99	
PS	111	Wastewater Operator III	22.90	23.85	24.81	25.85	26.99	
PS	112	Code Enforcement Officer	23.85	24.81	25.85	26.99	28.13	
PS	112	Combination Inspector I	23.85	24.81	25.85	26.99	28.13	
PS	112	Industrial Electrician	23.85	24.81	25.85	26.99	28.13	
PS	112	Laboratory Analyst	23.85	24.81	25.85	26.99	28.13	
PS	112	Solids Program Coordinator	23.85	24.81	25.85	26.99	28.13	
PS	113	Combination Inspector II	24.81	25.85	26.99	28.13	29.31	
PS	113	Natural Resources Spec II	24.81	25.85	26.99	28.13	29.31	
PS	113	Planner II	24.81	25.85	26.99	28.13	29.31	
PS	113	Planner, Water Quality	24.81	25.85	26.99	28.13	29.31	

Table	Rg.	Title	Step 1	2	3	4	5	6
PS	113	Wastewater Maint Leadworker	24.81	25.85	26.99	28.13	29.31	
PS	113	Wastewater Operations Ldwrkr	24.81	25.85	26.99	28.13	29.31	
PS	115	Combination Inspector, Lead	26.99	28.13	29.31	30.48	31.69	
PS	117	Natural Resources Spec III	29.31	30.48	31.69	33.29	34.95	
PS	117	Planner III	29.31	30.48	31.69	33.29	34.95	
PS	120	Highway Maintenance Specialist	18.74	19.42	20.18	20.96	21.84	
PS	121	Heavy Equipment Operator	19.42	20.18	20.96	21.84	22.70	
PS	121	Traffic Control Technician	19.42	20.18	20.96	21.84	22.70	
PS	131	Grounds Maintenance Crew Chief	23.76	24.71	25.66	26.71	27.79	
PS	131	Highway Maint. Crew Chief	23.76	24.71	25.66	26.71	27.79	
PS	150	Dept Info Systems Coord I	19.84	20.82	21.86	22.94	24.10	25.31
PS	150	Dept Web / Publications Coord	19.84	20.82	21.86	22.94	24.10	25.31
PS	156	Dept Info Systems Coord II	26.61	27.89	29.30	30.78	32.31	33.93
PS	200	Fire Inspector I	25.72	26.79	27.90	29.08	30.26	
PS	202	Fire Inspector II	27.90	29.08	30.26	31.54	32.85	
PS	300	Deputy Fire Marshal	29.78	31.03	32.31	33.64	35.05	
PS	301	Deputy Fire Marshal, Sr.	31.03	32.31	33.64	35.05	36.51	
PS	50A	Office Aide	8.75	9.19	9.63	10.09	10.60	11.14
PS	500	Office Assistant I	12.29	12.90	13.56	14.24	14.95	15.69
PS	503	Office Assistant II	14.24	14.95	15.69	16.48	17.27	18.17
PS	504	Inventory Specialist	14.95	15.69	16.48	17.27	18.17	19.06
PS	505	Executive Assistant	15.69	16.48	17.27	18.17	19.06	20.04
PS	505	Office Assistant III	15.69	16.48	17.27	18.17	19.06	20.04
PS	507	Administrative Assistant	17.27	18.17	19.06	20.04	21.03	22.09
PS	507	Office Assistant, Senior	17.27	18.17	19.06	20.04	21.03	22.09
PS	508	Program Assistant	18.17	19.06	20.04	21.03	22.09	23.20
PS	510	Office Supervisor	20.04	21.03	22.09	23.20	24.36	25.56
PS	752	Custodial Aide	9.52	10.00	10.50	11.04	11.58	12.16

PW, CP and DCD - Local 307			Hourly Rates					
Effective January 1, 2009 – 3.0% Increase								
Table	Rg.	Title	Step 1	2	3	4	5	6
PS	101	Custodian	15.63	16.17	16.80	17.40	18.04	
PS	104	Grounds Maintenance Worker	17.40	18.04	18.73	19.41	20.17	
PS	104	Highway Maintenance Worker	17.40	18.04	18.73	19.41	20.17	
PS	106	Grounds Maintenance Specialist	18.73	19.41	20.17	20.98	21.85	
PS	106	Permit Technician, Asst.	18.73	19.41	20.17	20.98	21.85	
PS	106	Wastewater Maintenance Tech I	18.73	19.41	20.17	20.98	21.85	
PS	106	Wastewater Operator I	18.73	19.41	20.17	20.98	21.85	
PS	107	Planning Technician I	19.41	20.17	20.98	21.85	22.70	
PS	108	Parks & Vegetation Specialist	20.98	21.85	22.70	23.59	24.57	
PS	108	Permit Technician	20.98	21.85	22.70	23.59	24.57	
PS	109	Planning Technician II	21.85	22.70	23.59	24.57	25.55	
PS	110	Building Inspector	22.70	23.59	24.57	25.55	26.63	
PS	110	Permit Technician, Lead	22.70	23.59	24.57	25.55	26.63	
PS	110	Plumbing Inspector	22.70	23.59	24.57	25.55	26.63	
PS	110	Wastewater Operator II	22.70	23.59	24.57	25.55	26.63	
PS	111	Natural Resources Spec I	23.59	24.57	25.55	26.63	27.80	
PS	111	Planner I	23.59	24.57	25.55	26.63	27.80	
PS	111	Technical Services Analyst	23.59	24.57	25.55	26.63	27.80	
PS	111	Wastewater Maintenance Tech II	23.59	24.57	25.55	26.63	27.80	
PS	111	Wastewater Operator III	23.59	24.57	25.55	26.63	27.80	
PS	112	Code Enforcement Officer	24.57	25.55	26.63	27.80	28.97	
PS	112	Combination Inspector I	24.57	25.55	26.63	27.80	28.97	
PS	112	Industrial Electrician	24.57	25.55	26.63	27.80	28.97	
PS	112	Laboratory Analyst	24.57	25.55	26.63	27.80	28.97	
PS	112	Solids Program Coordinator	24.57	25.55	26.63	27.80	28.97	
PS	113	Combination Inspector II	25.55	26.63	27.80	28.97	30.19	
PS	113	Natural Resources Spec II	25.55	26.63	27.80	28.97	30.19	
PS	113	Planner II	25.55	26.63	27.80	28.97	30.19	
PS	113	Planner, Water Quality	25.55	26.63	27.80	28.97	30.19	

Table	Rg.	Title	Step 1	2	3	4	5	6
PS	113	Wastewater Maint Leadworker	25.55	26.63	27.80	28.97	30.19	
PS	113	Wastewater Operations Ldwrkr	25.55	26.63	27.80	28.97	30.19	
PS	115	Combination Inspector, Lead	27.80	28.97	30.19	31.39	32.64	
PS	117	Natural Resources Spec III	30.19	31.39	32.64	34.29	36.00	
PS	117	Planner III	30.19	31.39	32.64	34.29	36.00	
PS	120	Highway Maintenance Specialist	19.30	20.00	20.79	21.59	22.50	
PS	121	Heavy Equipment Operator	20.00	20.79	21.59	22.50	23.38	
PS	121	Traffic Control Technician	20.00	20.79	21.59	22.50	23.38	
PS	131	Grounds Maintenance Crew Chief	24.47	25.45	26.43	27.51	28.62	
PS	131	Highway Maint. Crew Chief	24.47	25.45	26.43	27.51	28.62	
PS	150	Dept Info Systems Coord I	20.44	21.44	22.52	23.63	24.82	26.07
PS	150	Dept Web / Publications Coord	20.44	21.44	22.52	23.63	24.82	26.07
PS	156	Dept Info Systems Coord II	27.41	28.73	30.18	31.70	33.28	34.95
PS	200	Fire Inspector I	26.49	27.59	28.74	29.95	31.17	
PS	202	Fire Inspector II	28.74	29.95	31.17	32.49	33.84	
PS	300	Deputy Fire Marshal	30.67	31.96	33.28	34.65	36.10	
PS	301	Deputy Fire Marshal, Sr.	31.96	33.28	34.65	36.10	37.61	
PS	50A	Office Aide	9.01	9.47	9.92	10.39	10.92	11.47
PS	500	Office Assistant I	12.66	13.29	13.97	14.67	15.40	16.16
PS	503	Office Assistant II	14.67	15.40	16.16	16.97	17.79	18.72
PS	504	Inventory Specialist	15.40	16.16	16.97	17.79	18.72	19.63
PS	505	Executive Assistant	16.16	16.97	17.79	18.72	19.63	20.64
PS	505	Office Assistant III	16.16	16.97	17.79	18.72	19.63	20.64
PS	507	Administrative Assistant	17.79	18.72	19.63	20.64	21.66	22.75
PS	507	Office Assistant, Senior	17.79	18.72	19.63	20.64	21.66	22.75
PS	508	Program Assistant	18.72	19.63	20.64	21.66	22.75	23.90
PS	510	Office Supervisor	20.64	21.66	22.75	23.90	25.09	26.33
PS	752	Custodial Aide	9.81	10.30	10.82	11.37	11.93	12.52

APPENDIX A

MEMORANDUM OF UNDERSTANDING REGARDING HEALTHCARE BENEFITS

This is a Memorandum of Understanding between the undersigned parties creating a Clark County Multi-party Healthcare Committee.

Purpose: It is the purpose of the Healthcare Committee, working within the negotiated parameters, to seek a balance between the continuance of the quality of care traditionally provided to the County's employees and keeping the parties' costs to a minimum, while meeting legal and contractual obligations.

Committee Membership: The Committee shall be comprised of two representatives from each bargaining unit (including representation from their respective union staff), two representatives from the ranks of the non-represented employees and up to eight representatives from management provided that bargaining unit representation shall always make-up no less than two-thirds (2/3) of the total membership.

Ratification of this Memorandum of Understanding by the signatories shall empower each party's selected representatives to reach a binding decision. Such decisions shall be reached by a two-thirds (2/3) majority of all members of the Committee present or via proxy. Members who will be absent during a meeting may participate in decisions by submitting a vote by proxy.

One union representative and one management representative will be selected to serve as meeting coordinators who will set meeting times and places, prepare agendas and arrange for meeting minutes to be prepared and distributed.

Parameters of the Committee: The Committee is authorized to determine healthcare benefits for the parties based upon the following parameters:

- Current healthcare benefits shall be maintained during the 2007 benefit year.
- The Committee shall research and make decisions about the structure, coverage, design, and plans, excluding eligibility, of medical and dental insurances provided to employees.
- The Committee shall determine the cost distribution for the payment of insurance premiums between that portion contributed by the County and that which may be contributed by the employee.
- The Committee shall meet on County time but the County shall not be required to pay overtime to any member due to the scheduling of daytime meetings outside some members' normal work shifts. Committee members meeting outside of their regularly scheduled shift will be permitted to flex or adjust schedules if possible to accommodate meeting attendance.
- As the last item on its agenda, the Committee shall draft and publish an update of every meeting.

- Departments within the County will promptly provide all requested information about insurance that is in the possession of the Departments.
- The Committee will set meeting dates as determined necessary.

Budget for the Committee: The County's financial commitment to funding healthcare benefits shall be limited per the budget formulas identified below. These will initiate from the 2006 budget of \$922.46 per employee per month. The table below identifies the budget within which the Committee will work to make decisions regarding healthcare.

Year	Percent Increase	Per EE Per Mo.
2007	8.0%	\$996.26
2008	9.0%	\$1,085.92
2009	10.0%	\$1,194.51

- In addition to the above referenced amount, for benefit year 2007 only, the Committee may utilize the previously approved carry forward of \$53.39 per employee per month.
- During the benefit years 2008 and 2009, any allocated healthcare amounts which are not utilized by the Committee in the 2007 or 2008 benefit years may be utilized in subsequent benefit years during the term of this Agreement; but in no event may the amount used exceed a 27.0% increase over the term of this Agreement.
- The Committee is also tasked with providing cost projections for the 2010 benefit year.

Decision making:

- **Changes:** During the term of this MOU, the Healthcare Committee may modify this Agreement by a 2/3 majority. Any such modifications shall not need further ratification. However, any such modification must be in keeping with the spirit of this MOU as originally created.
- The Committee may choose to work with a Mediator. The Mediator shall not be a voting member of the Committee. However, if the Healthcare Committee is unable to reach a decision for any benefit year by October 1, the Mediator shall direct a solution. Such solution shall be binding on all parties to this Memorandum of Understanding. The Mediator's solution shall be within the parameters outlined above, based upon her/his understanding of the positions of the parties gained through the mediation process. Therefore a formal hearing shall not be necessary.
- If any costs are attached to the mediator's work they shall be paid as follows: Clark County 50%; the remaining fees shall be divided equally among the participating units.

This MOU is covered under the grievance provisions of the collective bargaining agreements for purposes of the parties' compliance with the terms and conditions contained herein.

This MOU shall expire June 30, 2009.

SIGNATURES:

Local 11, Office & Professional Employees	Steve Stuart, Chair Board of County Commissioners
Local 17, Engineers & Other Professionals	Francine M. Reis, Human Resources Director
Local 307CO, Public Works & Community Development	Local 17, Appraisers & Other Professionals
Information Technology Guild	Local 1374, Machinists
Local 335, Health Care Division	Clark County Dispatchers Guild
	Juvenile Detention Guild

APPENDIX B

MEMORANDUM OF UNDERSTANDING

REGULAR SEASONAL EMPLOYEES WITHIN DEPT. OF PUBLIC WORKS –ROAD & PARK MAINTENANCE

This Appendix sets forth the agreement of the parties regarding the following specific terms of employment for incumbents in the regular seasonal positions in the Department of Public Works – Road & Park Maintenance, hereinafter referred to as “incumbents.” All terms and conditions of employment not addressed in this Appendix shall be as set forth in the Agreement between Clark County and the Union. The parties may, by mutual agreement, amend or supplement this Agreement at any time.

- 1) The following positions have been identified as regular seasonal (nine months) positions due to lack of work available during the winter season: Grounds Maintenance Specialists POP0017, RPO0095, ROP0096 and Highway Maintenance Workers ROP0060, ROP0005 and ROP0088.
- 2) The seasonal work assignment, hereinafter referred to as “on-season,” entails assignment of full-time work from approximately mid-February through mid-November.
- 3) Upon closure of on-season employment, incumbents shall be considered inactive and on unpaid leave status (furlough) until the return to active employment for the subsequent on-season. This period of leave shall hereinafter be referred to as “off-season”. Following the off-season, incumbents shall “return to work” as set forth below.
- 4) Incumbents shall return to their specific positions following the off-season with all applicable rights and privileges, including the following:
 - (a) Seniority for the purposes of job bidding, step increases, layoff, etc. shall be determined by total length of active service. Seniority shall be maintained, but not accrued, during the off-season.
 - (b) Accrued sick leave shall be reinstated upon return to work.
 - (c) Compensation for incumbents returning to work shall be as set forth in Article 11, except that Article 11.6.6 (Recall and Reinstatement) shall provide the same rights for “return to work” following the off-season.
- 5) Eligibility for and receipt of benefits shall be as set forth in Articles 16 and 17, except that:
 - (a) Incumbents returning to work shall be eligible for medical and dental coverage as described in Section 16.2.8 (Recalled employees); coverage shall be reinstated effective the first of the month following the date of the employee’s return to work.

- (b) Coverage will terminate at the end of the last day of the calendar month in which the on-season ends. Pursuant to federal law, eligibility for insurance coverage for medical and dental insurance during the off-season will be in accordance with the federal COBRA program.
- (c) Incumbents are not eligible for life insurance, LTD insurance or other benefits (such as deferred compensation, flexible spending accounts, etc.) during the off-season.
- 6) Vacation accrual, scheduling and use shall be as set forth in Article 12, except that the incumbents in these positions may elect annually to cash out all or a portion of vacation hours at the close of the on-season. Requests for vacation cash out shall be made in writing and shall be attached to the timesheet reporting final hours worked for the on-season. Absent such a request, all vacation hours shall be carried over to the following on-season.
- 7) Floating holiday accrual, scheduling, and use shall be as set forth in Article 13, except that if vacation cash out is selected as detailed above, floating holiday hours shall be cashed out in accordance with the prorated schedule in Article 13.2.3. In accordance with Article 13.2, unused floating holiday hours must be used by the end of the year and may not be carried into the next calendar year.
- 8) Issues of layoff shall be as set forth in Article 19, with the following exception. If layoff occurs during the off-season, incumbents shall be considered the same as if layoff occurred during the on-season. Inactive status does not exempt incumbents from layoff or bumping rights.
- 9) Seasonal Highway Maintenance Workers positions shall be eligible to participate in the Training Program as set forth in Article 20.
- 10) Incumbents shall be offered vacant 12-month positions in their classifications based on seniority prior to hiring from eligibility lists or from external recruitments.

APPENDIX C

MEMORANDUM OF AGREEMENT

Clark County and AFSCME, Local 307
Revised October 25, 2006

RE: Classification Studies

It is agreed on effective date of ratification that the following seven (7) classifications will be studied:

Quarter 1, 2007 with any retroactivity back to 01/01/2007:

1. Building Inspector series (includes Building Inspector, Combination Inspector I, Combination Inspector II and Combination Inspector Lead)
2. Highway Maintenance (and Grounds Maintenance) Crew Chief

Quarter 2, 2007 with any retroactivity back to 04/01/2007:

3. Lab Analyst
4. Solids Program Coordinator

Quarter 3, 2007 with any retroactivity back to 07/01/2007:

5. Deputy Fire Marshal and Sr. Deputy Fire Marshal
6. Fire Inspector I and II

Quarter 4, 2007 with any retroactivity back to 10/01/2007:

7. Grounds Maintenance Specialist

The effects of the studies will be implemented per Article 11.6.3 of the Collective Bargaining Agreement, July 1, 2006 – June 30, 2009

For Local 307:

For Clark County:
